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ABSTRACT

Designed for junior high school teachers and students, this competency-based vocabulary guide offers 16 units of study on survival vocabulary. Included in the guide are a student section and a teacher key. Each unit in the student section contains a word list and four or more exercises which include definitions, word classification, word search, and compare-contrast. The teacher key gives the answers to the exercises contained in the student section. Both the student section and the teacher key contain the same survival vocabulary glossary. The Webster's Intermediate Dictionary, 1977 edition, is noted as the primary resource in compiling the glossary. (EM)

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SURVIVAL VOCABULARY

CS208140

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SURVIVAL VOCABULARY

Jim Tucker

Ruth Bartz

1980

Demonstration Reading Program
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Forward. . . .

This book was prepared in response to the needs for instruction in competency based vocabulary. The authors have attempted to offer examples of different exercises that have been used effectively at the junior and senior high level. The Webster's Intermediate Dictionary, 1977 Edition, was used as the primary resource in compiling the glossary.

Permission is granted to duplicate any or all activities for use with your students in the classroom. To make the use of this book more convenient, it has been divided into two parts, the student section and the teacher key.

Your reactions and suggestions concerning the use of this booklet are welcome.

Jim Tucker
Ruth Bartz

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Word List #1

LOITERING	LIMITATION	LEGIBLE	JUVENILE
IMMERSE	FORFEITURE	INSECTICIDE	INCINERATE
INFERIOR	INSTALLMENT PAYMENT		

EXERCISE 1 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Loitering was prohibited on the school grounds.

   A) smoking
   B) bothering younger students
   C) throwing paper on the grounds
   D) to hang around with no purpose

2. The bus company placed a limitation on the number of students who could ride.

   A) minimum
   B) age category
   C) certain number allowed
   D) no restriction in number

3. The store manager would no hire anyone who did not have legible handwriting.

   A) clear enough to read easily
   B) dark
   C) fast
   D) writing in ink

4. Juvenile delinquency in the big cities is on the increase.

   A) petty or small
   B) young people
   C) serious
   D) a young adult

5. Roberto decided to buy the refrigerator on an installment payment plan.

   A) discount price
   B) payments spread over a period of time
   C) high interest
   D) cash on delivery

6. The insecticide can contained a warning not to breathe the fumes in a closed area.

   A) chemical
   B) a poison that destroys insects
   C) gasoline
   D) vapors

7. A contest was held to see which hamburger was inferior.

   A) best tasting
   B) juiciest
   C) better buy
   D) not as good

8. The county issued an order for the infected trees to be incinerated.

A) burned
B) frozen
C) sprayed with insecticide
D) cut into small pieces

9. Do not immerse the electric frying pan in any liquid.

A) wash
B) shine
C) turn electricity on
D) place under

10. The realtor declared a forfeiture of the deposit on the house when the buyer decided not to complete the purchase.

A) freeze the account
B) raised the fee
C) acceptance
D) give up or lose

EXERCISE 1 B WORD CLASSIFICATION

Directions: Place the words from Word List #12 in the category that best describes each one. You may use some words in more than one category.

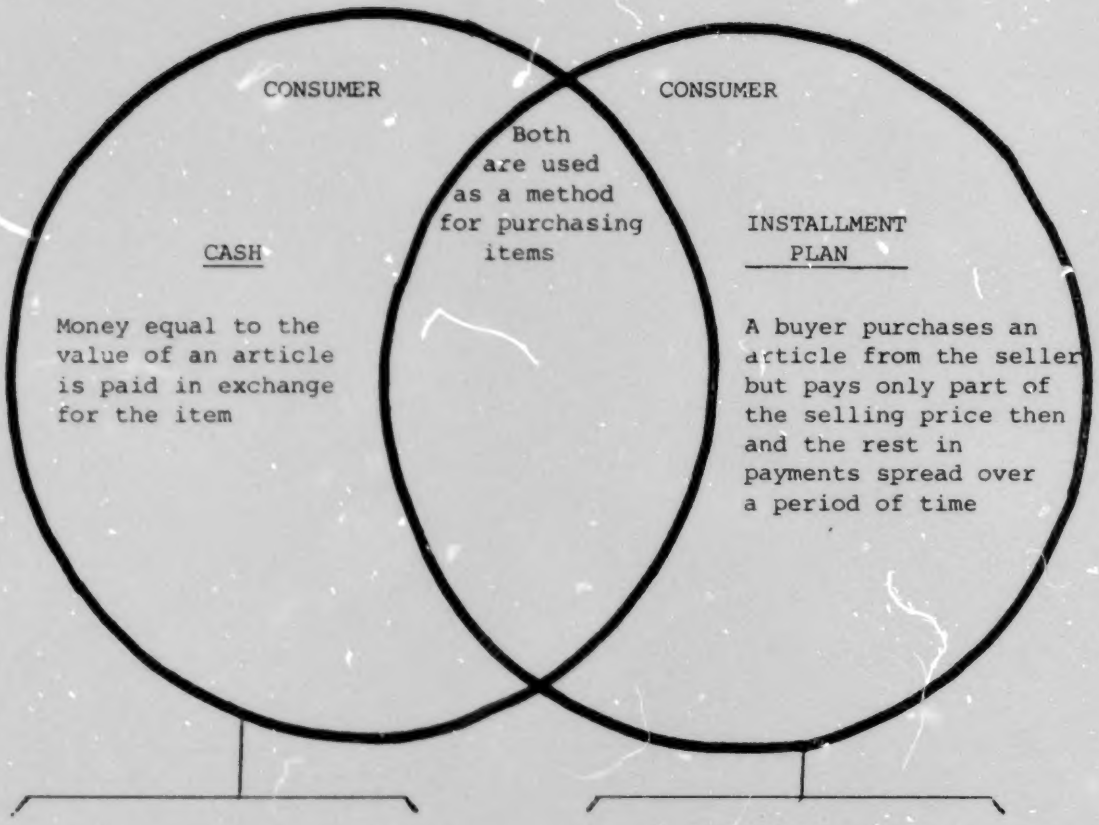
WORDS THAT DESCRIBE PEOPLE OR THINGS	WORDS THAT SHOW ACTION
1.	1.
2.	2.
	3.

EXERCISE 1 C WORD SEARCH

Directions: Ten of the words from Word List #12 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or at a diagonal. Good Luck!

S L O I T E R I N G L K
T Z R P Q B D N J M I I
K D I M M E R S E P M N
J L E G I B L E B A I C
I U B X P T B C C Y T I
N O V A T F D T A M A N
F A L E O B K I R E T E
E P J V N F B C J N I R
R T A Z M I B I Z T O A
I D A F M C L D O P N T
O I M P R O V E L J B E
R F O R F E I T U R E B

EXERCISE 1 D COMPARE-CONTRAST


CONSUMER
CONSUMER
Both are used as a method for purchasing items
CASH
Money equal to the value of an article is paid in exchange for the item
INSTALLMENT PLAN
A buyer purchases an article from the seller but pays only part of the selling price then and the rest in payments spread over a period of time

1. _____
2. _____
3. _____
4. _____
5. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Directions: Place each of these words or phrases under the consumer plan above that it is a part of.

interest	deed	payments	finance company
loans	mortgage	no debt	legal owner

lower total price

quick use of a product when you can not afford it

can not buy as much when you are young

Word List #2

FINANCE	AVAILABLE	RESUME	OPPORTUNITY	PREVIOUS
ADVANCEMENT	COMMISSION	EXPERIENCED	COMPENSATION	ASSEMBLY

Exercise 2 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. What kind of job experience do I need?

   A) the amount of effort needed to produce 1 hour of work
   B) the amount of explanation needed for the employer
   C) the amount of time during which work has been done
   D) the amount of equipment needed for a successful job

2. What do you have that's available?

   A) likeable
   B) disuse
   C) inexpensive
   D) usable

3. That assembly job is waiting.

   A) work passing from operation to operation
   B) work that requires written effort
   C) work that stresses decisions
   D) work that focuses on restaurants

4. She might get that commission in the Navy.

   A) an order granting power to perform duties
   B) an order representing a service agreement
   C) an order that contains all needed information
   D) an order that must be considered

5. My previous job was at Macdonalds.

   A) preceding, earlier
   B) later, delayed
   C) sincere, honest
   D) official, authentic

6. Here is your just compensation.

   A) faulty, wrong
   B) salary, wages
   C) collectable, picking
   D) breakage, fell apart

7. What are the chances for career advancement?

   A) development for training
   B) termination
   C) progress in development
   D) retardation of growth

8. What's the best opportunity?

   A) a chance for a quick profit
   B) a favorable combination of circumstances
   C) an unfavorable combination of circumstances
   D) a circumstance that causes difficulties

9. I need to finance my car.

   A) make payments on
   B) learn all about
   C) raise funds for
   D) learn to operate

10. Here is my job resume.

   A) a short report of work to be done
   B) a lengthy discussion of career requirements
   C) a situation report on salaries
   D) a short account of one's career

Exercise 2 B Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. If I have the favorable combination of circumstances, I would like to raise funds or capital for a new car.

_____

_____

_____

2. When you write your summing up of qualifications prepared for a position it should be for any usable job.

_____

_____

3. Your preceding job gave you a great deal of knowledge gained by actually doing a thing.

_____

_____

_____

4. The invention of making cars by work passing from operation to operation in line was a great forward movement.

_____

_____

_____

5. Your salary for that job will be a fee paid to an employee for transacting a piece of business.

EXERCISE 2 C MEANING MATCH

Directions: Write the word that matches the meaning of each definition.

_____ raise funds for

_____ order granting power or a fee paid an agent

_____ a short account of one's career

_____ a chance for advancement

_____ a collection of parts that go together in a unit

_____ a rise in price, value, amount

EXERCISE 2 D GROUPING

Directions: Group the unit words that we asscciated with the main topic, money.

MONEY

_____

_____

_____

_____

EXERCISE 2 E WORD COMPLETION

Directions: Fill in the blank with one of the vocabulary words from Word List #2.

1. Sometimes you are asked if you have _____ when you interview for a new job.

2. If you have _____ working experience, you might get a better paying job.

3. When you interview for a new job, it is a good idea to have your _____ with you.

4. A part time job sometimes depends on _____ hours.

BONUS SECTION Directions: Write unit words that describe (tell) an action. You may need to change the spelling.

_____

_____

_____

_____

Word List #3

ABSENTEE	DEBIT	EXEMPTION	STATUS	PHYSICIAN
PRESCRIPTION	DOSAGE	IMMACULATE	APPRAISAL	APPLICATOR

EXERCISE 3 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. She is my physician.

   A) a close personal friend
   B) a notorious prisoner
   C) a person of merit
   D) a doctor of medicine

2. That prescription is old.

   A) written preparation for medicine
   B) artificial cloth used in bandages
   C) application for a job
   D) machine replacement

3. A good appraisal was made of the situation.

   A) setting a comparison of
   B) resort to the newspaper
   C) act of setting a value on
   D) prediction of the future

4. There is an absentee worker today.

   A) a person who is experienced
   B) a person who is missing
   C) a person who is struggling

5. This is a good applicator.

   A) situation for fun
   B) lots of nonsense
   C) place for learning
   D) device for applying a substance

6. What is your job status?

   A) application paper
   B) type of work performed
   C) advice on employment
   D) position in relation to others

7. The office is immaculate.

   A) with spot or blemish
   B) having no spot or blemish
   C) of a certain size and shape
   D) full of furniture

8. Notice of my tax exemption just arrived.

A) immunity
B) payment
C) obligation
D) payment and interest

9. Did you give a safe dosage?

A) the giving of medicine in measured amounts
B) the giving of homework in any amounts
C) sports scores up to a certain amount
D) words of advice, cautiously given

10. Who has the debit at the bank?

A) an employee
B) an amount paid
C) an amount owed
D) an entrance

EXERCISE 3 B Directions: A word from Word List 3 is used in thesentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) The absentee student was called at home.
B) Since he was an absentee, he was not paid.
C) The absentee on the house kept the people from buying it.
D) Absenteeism is a constant worry.

2. A) The debits in the theatre was full of people.
B) The debit to my account was finally paid.
C) Have you paid all of your debits?
D) I have a debit on that bill.

3. A) The manager had an exemption on the bill.
B) The bank stated that exemptions on loans were available.
C) Her exemption from that job meant freedom for her.
D) You had best pay your exemption right away.

4. A) The status of this job is influencing the decision.
B) The workers did their status well.
C) Can you give an idea of what my status is?
D) What is the status of the application?

5. A) The doctor tried to physician the bone in place.
B) Did the physician give you that x-ray?
C) Medicine was given to him yesterday by the physician.
D) The physician called back to confirm the appointment.

6. A) The dosage of medicine was correct.
B) Was that dosage the same as last time?
C) Words of dosage aren't always welcome.
D) The dentist gave her a dosage of Novocain.

7. A) Did you wear your new prescription yet?
   B) The prescription came from Thrifty's.
   C) Do you need a prescription for aspirin?
   D) I need a written, not oral, prescription.

8. A) That immaculate foot just wouldn't fit the shoe.
   B) The immaculate kitchen impressed his mother.
   C) Is your room immaculate yet?
   D) His clothes were immaculate for the party.

9. A) The bank appraised the house.
   B) You may appraise the situations any way you like.
   C) She is still appraising the property.
   D) The wind appraised the tree.

10. A) The iodine has an applicator.
    B) What do you think of the new paint applicator?
    C) Where is the applicator for the fertilizer?
    D) Wind is an applicator of a storm coming.

EXERCISE 3 C Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. The person skilled in the art of healing who works here didn't do that written direction for the use of medicine.

2. The person who is missing has applied for an immunity from the rules.

3. What is the position in relation to others of that amount owed?

4. We need to have an instance of setting the value on the car that is spotlessly clean and for sale.

5. This device for applying a substance is only for one amount of a single dose.

EXERCISE 3 D Meaning Match

Directions: Match the vocabulary word with it's definition.

_____ person skilled in healing

_____ written directions for preparation of medicine

_____ measured amount of medicine at one time

_____ something that applies a substance or material

_____ position relating to others

_____ spotlessly clean

_____ a person who is not present

_____ the act of being exempt

EXERCISE 3 F Classifying

Directions: Write all the unit words that you might hear if you worked in a hospital.

_____

_____

_____

_____

_____

EXERCISE 3 F Directions: Write the unit words that you might hear if you worked for the Internal Revenue Service.

_____

_____

_____

_____

BONUS Directions: Write the words that describe (tell) a person or title. You may need to change spelling.

_____

_____

_____

Word List #4

EXPLORATION	INDEPENDENT	CURED	EXECUTIVE	OPTION
EMPHASIZED	ESTIMATE	AREA	OPINION	FACT

Exercise 4 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. He listened to the facts.
   A) estimates
   B) statement that can be proven true or false
   C) opinions
   D) recommendations

2. She had the option to buy or sell.
   A) right
   B) choice
   C) requirement
   D) law

3. Estimate the length of a piece of rope.
   A) quick answer
   B) exact answer by figuring the problem
   C) near answer based on your personal experience
   D) short answer

4. She emphasized the importance of the test.
   A) reduced
   B) wrote about
   C) pointed out
   D) decreased

5. She was an independent person.
   A) older
   B) capable of making decisions by himself
   C) needs help from others
   D) wealthy

6. They hoped she could be cured.
   A) spoiled
   B) brought back to health
   C) selected
   D) retired

7. Bill's opinion of the new car was poor.
   A) personal thoughts or beliefs
   B) information
   C) tested results
   D) facts

8. Measure the area carefully before ordering flooring.

   A) telephone district
   B) the amount of surface within a closed figure
   C) a building used for sporting events
   D) sphere

9. The executive was called to Washington.

   A) assembly line worker
   B) a person in charge
   C) scientist
   D) field electrician

10. More exploration for oil was demanded by angry citizens.

   A) buying from foreign countries
   B) selling
   C) searching
   D) pumping

Exercise 4 B Directions: A word from Word List #4 is used in the sentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) The new building has a floor area of 2,000 square feet.
   B) Students were asked not to stand in the area near the fire alarm.
   C) Mother measured the area so she could order the right amount of paint.
   D) Could you area the paint more smoothly?

2. A) Two boys explored the cave.
   B) The exploration for gold was not a success.
   C) The explore cave was found to have diamonds in it.
   D) Bill decided to explore the mine before going back to camp.

3. A) He had to estimate his expenses for the trip.
   B) The estimate for a new truck was $6,000.
   C) He was estimate in his guess.
   D) Bill estimated that 2,000 ducks flew over Santa Barbara yesterday.

4. A) Joe's independent was noticed by all.
   B) Roger declared himself an indenendent voter.
   C) The boss was looking for an independent person he could trust.
   D) Martha's independence bothered her girlfriend.

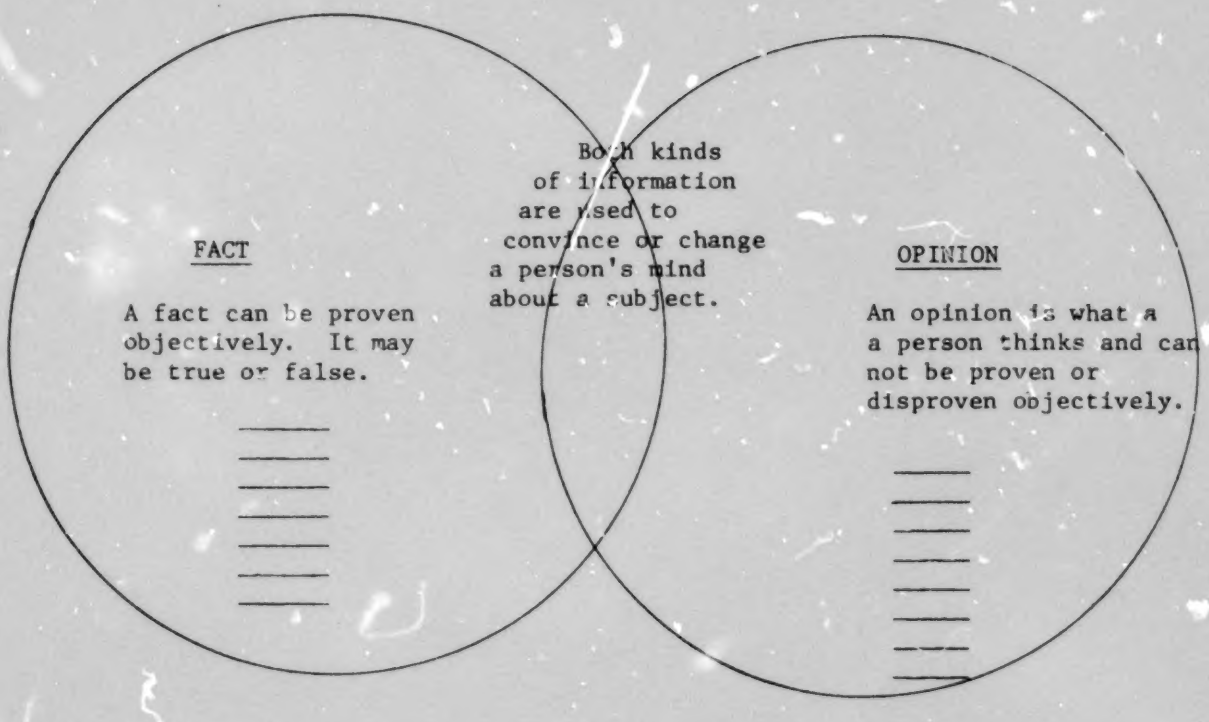
5. A) The judge made his decision after all the facts had been reviewed.
   B) A facting bird always knows where the North is.
   C) A factual statement is one that can be proven to be true or false.
   D) Jose's dad was interested in the facts concerning the flight.

6. A) Martha had two options to consider.
   B) The new car was $7,000 without any options.
   C) Mary option for the black silk dress.
   D) The optional equipment in the car included the air conditioner.

7. A) The executive had to make a quick decision.
   B) The airplane had an executive seating area.
   C) The worker was not responsible for the accident, he was executing the company plan.
   D) The execute's plan was passed by members of the board.

8. A) Researchers keep looking for a cure for cancer.
   B) The pickles were not cured properly.
   C) At last he was cure of the chicken pox.
   D) The resin statues were curing in the sun.

Exercise 4 C


FACT
A fact can be proven objectively. It may be true or false.
Both kinds of information are used to convince or change a person's mind about a subject.
OPINION
An opinion is what a a person thinks and can not be proven or disproven objectively.

FACT: He is the heaviest boy in the class. (Each student could be weighed, or school records could be checked to prove this to be true or false.)

OPINION: I think the "Swinger" is the prettiest automobile made. (What is pretty exists in each person's mind and is an opinion. Several people may agree with your opinion but you can not prove objectively that it is true or false.)

Directions: If the sentence states a fact, list the sentence number in the circle above under fact. If the sentence expresses an opinion, write the sentence number in the circle under opinion.

1. The automobile gets 34 miles per gallon of gasoline.
2. The car give you a luxurious ride.
3. The "Swinger" is more advanced than its competitors.
4. It has bucket seats.
5. The engine is full of pep.
6. The "Swinger" is fun to drive.
7. It is the first car to have a Windsor transmission.
8. It sells for less than $5,000 at your local dealer.
9. It is the best car for today's modern drivers.
10. It was recommended by 9 out of 10 doctors surveyed.
11. Swinger Company tries harder than our competitors.
12. Swinger has 17 assembly plants in the United States.

UNIT FIVE

Word List #5

PERIMETER	WHOLESALE	VERIFY
VALID	UNIT PRICE	TYPICAL
TABLE OF CONTENTS	REVOKE	REFERENCE
QUALIFICATIONS		

EXERCISE 5 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Bob walked the <u>perimeter</u> of the football field.

   A) across
   B) from one end to the other
   C) all the way around
   D) one corner to the other

2. The <u>wholesale</u> prices climbed as the value of the dollar decreased.

   A) the price paid at a discount store
   B) a special price given to buyers who purchase in large amounts
   C) the price you pay when you buy a whole case of canned goods
   D) the price the customer pays in a store

3. The judge asked the clerk to <u>verify</u> the boy's record.

   A) find out
   B) prove it was correct
   C) close the record
   D) copy

4. The bank officer wasn't sure the signature on the check was <u>valid</u>.

   A) clearly written
   B) printed or signed
   C) legal and true
   D) large enough

5. The <u>unit price</u> was less for brand X.

   A) price paid for a large quantity
   B) difference
   C) price divided by 12
   D) price for the same amount of different brands

6. He was a <u>typical</u> teenager.

   A) different than most
   B) usual
   C) handsome
   D) wealthy

7. Most books have a table of contents.

A) alphabetical list of words
B) a description of all merchandise
C) names of people who helped with the book
D) a list by page number of what is in the book

8. Juan thought Carlos would revoke his permission to borrow the car.

A) take away
B) change
C) make permanent
D) think about

9. Christiana needed a reference for a job she was seeking.

A) a book with ideas
B) a person who will answer questions about your character
C) one who will make decisions
D) teacher

10. The qualifications for the job were not easy to meet.

A) work habits
B) pay and retirement benefits
C) a list of duties
D) a set of skill, experiences and character traits needed for a job

EXERCISE 5 B WORD SUBSTITUTION

Directions: Fill in the blanks at the end of the sentences with a word from the word list that means the same or nearly the same as the underlined phrases.

perimeter wholesale verify valid unit price typical

table of contents revoke reference qualifications

1. Even when a merchant buys (A) in large quantities the (B) comparative price is usually less for non brand items.

A)_____ B)_____

2. The attendance clerk said she would (A) check the signature with my mother to see if it was (B) legal.

A)_____ B)_____

3. The Air Force advertised the (A) skills needed for jet pilots and asked anyone who was interested to list 3 (B) people who could be contacted about your background.

A)_____ B)_____

4. She was't the (A) usual housewife. She could run around the (B) outside boundary of the park faster than anyone in the city.

A)_____ B)_____

EXERCISE 5 C WORD CLASSIFICATION

Directions: Place the words from Word List # 5 in the category that best describes each one. You may use some words in more than one category.

WORDS HAVING TO DO WITH THE COST OF MERCHANDISE

1. _____

2. _____

WORDS HAVING TO DO WITH MAKING GOOD OR TAKING AWAY

1. _____

2. _____

THINGS A PERSON NEEDS TO GET A JOB

1. _____

2. _____

THINGS A BOOK HAS

1. _____

2. _____

EXERCISE 5 D WORD SEARCH

Directions: Ten of the words from Word List # 5 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or at a diagonal. Good Luck!

S P R V I J T D F Q Z B
Q E V A L I D O L U S T
B R J E M N B A J A L M
J I T B R T C R D L C J
K M C V J I H W B L T V
R E O R P Y F E F F R V
M T N Y L W T Y K I A C
S E T K S P L F Z C D F
T R E V O K E U P A L M
A O N C C A F N R T R S
B F T N L U G I I I C D
L R S Z K S I T C O I P
E A U R E F E R E N C E

Word List #6

PERSONNEL	EXECUTIVE	ILLUSTRATE	OPTION
CREDIT	WARRANTY	PREPAID	DEFECTIVE

EXERCISE 6 A Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. Make sure that your bills are paid in advance.

2. If you enjoy art, you might want to work as a person who provides pictures to explain or decorate.

3. The director of a group of persons employed asked to see you for an interview.

4. When you buy anything new, make sure that you check the written statement that the thing is as it appears to be.

5. If you work hard, you may work yourself up to be one who holds a position of managerial responsibility.

6. It is important to have a good privilege of buying now and paying later rating at the bank.

7. Hard work is usually a sign of dedication.

8. Can you tell which car is lacking something essential?

9. If you are well trained, you have the power to choose between careers.

EXERCISE 6 B Directions: Write the above sentences in your own words. Use the words from the Vocabulary List #6 in place of the underlined phrases.

1.

2.

3.

4.

5.

6.

7. _____

_____

8. _____

_____

9. _____

_____

EXERCISE 6 C Directions: A word from Word List #6 is used in the sentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) Did that bill get prepaid?
   B) I would like it if all accounts were prepaid.
   C) When you prepaid late, you must pay a penalty.
   D) Prepaying sometimes helps your credit.

2. A) Is it defective or is it supposed to be that way?
   B) When something is defective, you always feel good for having bought it.
   C) Defective wiring can cause a fire.
   D) A defective car is sometimes called a lemon.

3. A) Fill in the warranty card as soon as possible.
   B) New cars usually have warranties that protect the buyer against defective parts.
   C) My warranty didn't open properly during the rain.
   D) Have you ever tried using your warranty?

4. A) Your credit rating is excellent.
   B) Credit is helpful to have in emergencies.
   C) The bank stopped all credit purchases.
   D) With credit, purchases are free.

5. A) The personnel working here are always happy.
   B) Where is the personnel office?
   C) When you personnel, you should remember some basic ideas.
   D) The Personnel Director just fired me.

6. A) Some executives take two hour lunches.
   B) Executive that quickly, please.
   C) Telephone company executives are given training sessions.
   D) Would you like to be an executive sometime?

7. A) That option you expressed told me exactly how you feel.
   B) I was given several options by my boss.
   C) Sometime, being given an option in work, can lead to confusion.
   D) Some companies do not believe in providing optional employment.

8. A) The illustrator for the newspaper did a funny cartoon.
   B) Don't illustrate so loud.
   C) Illustrations such as those can win awards.
   D) To illustrate the point, she drew a diagram on the board.

EXERCISE 6 D Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Prepaid bills are good your credit.

   A) proven facts
   B) sold on shelves
   C) paid in advance
   D) called out early

2. See the Director of Personnel about your job.

   A) employed incorrectly in usage
   B) employed correctly in usage
   C) unemployed group of persons

3. It is important to have an option in life.

   A) selling of choices
   B) choosing of statements
   C) offering of choice
   D) narrowing of choice

4. An executive usually works in an office.

   A) agent who sells machinery
   B) agent who destroys insects
   C) person who has learned a trade
   D) person who holds responsibility

5. You should read the warranty carefully.

   A) naturally
   B) summary
   C) guarantee
   D) flexibility

6. Did you check to see if that was defective?

   A) secretly
   B) completely
   C) forcefully
   D) faulty

7. I have a credit to my name at Santa Barbara Bank

   A) unfavorable results in the paper
   B) favorable balance in an account
   C) favorable results on a test
   D) unfavorable balance in an account

8. Please illustrate my autograph book.

   A) to provide with funds
   B) to provide with memories
   C) to provide with pictures
   D) to provide with degrees

9. Please indicate the job you wish.

A) express or state briefly
B) express in a lengthy manner
C) statement of funds
D) statement of influences

Word List #7

INDEX	ENCYCLOPEDIA	DICTIONARY	CONSUMER
ATLAS	DEPOSIT	ACCOUNT	REGISTER

EXERCISE 7 A Directions: Fill in the blank with the vocabulary word that means the same as the definition in parenthesis.

1. To find your way through unfamiliar territory, use an _____. (book of maps)
2. When you own a business, you must keep your _____ correct. (transactions between a business and customer)
3. Some telephone directories have an _____. (alphabetical list that gives the page number where it may be found)
4. We should all be good _____ by being well informed. (buyers and users of economic goods)
5. Voters must _____ early. (formally enroll)
6. A _____ will help you with vocabulary exercises. (a reference book containing words)
7. Is the _____ slip filled out completely? (to put money into a bank)

EXERCISE 7 B Directions: Write the word that tells the source of each piece of information.

1. _____ The year that Santa Barbara Mission was founded.
2. _____ The meaning of the word "consumer".
3. _____ Which page has the information you are seeking?
4. _____ The total number of possible meanings for the word "run".
5. _____ The birthplace of George Washington.
6. _____ The exact location of the state of Wyoming.
7. _____ Which meaning of a word to use?
8. _____ Where to look in your history book for U.S. Constitution?
9. _____ All the land elevations within California.
10. _____ The most important accomplishments of Albert Einstein.

11. _____ A sentence using the word "mead" to aid in its' meaning.

12. _____ The exact location of the Great Plains

13. _____ Which page of the newspaper has the job openings.

14. _____ The basic facts of a country.

15. _____ The origin of the word.

EXERCISE 7 C Directions: Write the sentences below substituting a vocabulary word that means the same as the underlined definition.

1. Please prepay for special protection of that letter you are sending.

_____

_____

_____

2. Make sure that your record of money paid and received book is kept neat and orderly.

_____

_____

_____

3. There is a great deal of buying and using economic goods awareness these days.

_____

_____

_____

4. Should you put for safekeeping your purse into a drawer?

_____

_____

5. Do your parents ever ask you to list purchases and credits for your paycheck?

_____

_____

6. On your first day of school you should make sure that you have formally enrolled as a student.

_____

_____

EXERCISE 7 D Directions: Write the words that are names of reference books.

1. _____

2. _____

3. _____

EXERCISE 7 E Directions: Write the words that (can be both actions and names) (can fit into these phrases).

1. to _____

2. a(n) _____

EXERCISE 7 F Directions: Write the word that is used to name a person.

1. _____

Word List #8

MAIDEN NAME	REQUESTED	REFERENCE	INOPERATIVE	RESPONSE
APPLIANCES	APPROPRIATE	ENTRY	RESIDENCE	

EXERCISE 8 A Directions: The following sentences use the vocabulary words in context. Read the sentences. Then rewrite them using words from the definition instead of the vocabulary word.

1. The machine that operates the assembly line is inoperative.

_____

_____

2. When you open a bank account, you usually give your mother's maiden name.

_____

_____

_____

3. Do you think that is an appropriate dress for work?

_____

_____

4. The appliances are the most expensive item in remodeling.

_____

_____

5. "Entry level skills" are those skills you bring with you to the job.

_____

_____

_____

6. The newest employee requested a day off for illness.

_____

_____

7. You must have residence in Santa Barbara County in order to vote there.

_____

_____

_____

8. Wait for a response from your job application.

_____

_____

9. I wonder if the heating units are counted correctly.

_____

_____

EXERCISE 8 B

Word Puzzle

R E Q U E S T E D A I L E Y A E
E Y R T N E E L R L M T I N C X
S E W U E C V D O L A D A N C C
P U T N A N I E P I I E E S O I
O N T N R A T R P R D R X T U T
N E W E L I A O U G E O T R N E
S T I N U L R U F F N L E I T M
E A R I S P E V E G N U I C I E
L W E N P P P R A L A T R D G N
A L T A T A O L E M M I N I E T
I R O M E M N O N A E O A L H N
S U M M O N I L L N E S S I T G

Clues:

adopted as a standard of measure _ _ _ _ _ _ _ _ _ _ _ _ _ _

surname of a woman before she is married _ _ _ _ _ _ _ _ _ _ _ _ _ _

something asked for _ _ _ _ _ _ _ _ _ _ _ _ _ _

the act of consulting _ _ _ _ _ _ _ _ _ _ _ _ _ _

producing no effect _ _ _ _ _ _ _ _ _ _ _ _ _ _

device designed for particular use _ _ _ _ _ _ _ _ _ _ _ _ _ _

set apart for particular use _ _ _ _ _ _ _ _ _ _ _ _ _ _

act of entering _ _ _ _ _ _ _ _ _ _ _ _ _ _

act of replying _ _ _ _ _ _ _ _ _ _ _ _ _ _

OTHER WORDS FOUND IN PUZZLE:

excitement

account

summon

illness

UNIT NINE

Word List #9

MOTIVATION	UNPARALLELED	CLERICAL	MECHANICAL
MAINTENANCE	RECEPTIONIST	TRAINEE	JOURNEYMAN
REPRESENTATIVE	PRECISE		

EXERCISE 9 A Directions: Fill in the blank with one of the above vocabulary words. The definition is in parenthesis.

1. To work as a _____, you must be polite and have a pleasant personality. (employee who greets callers, answers questions)

2. When you hire a plumber, always try and get a _____. (worker who has learned the trade and works for another person)

3. My very first job was _____ for interest. (having no equal or match)

4. To work as an accountant, you must be very _____ in mathematics. (very exact and accurate)

5. What kind of _____ will you need to go job hunting? (influences that lead a person to do something)

6. There are many _____ toys made each Christmas, (made or operated by machine)

7. Is this salary _____ of what Jack-in-the-Box pays its employees? (serving as a typical example)

8. A few years ago, only women worked in _____ jobs. (relating to office work, records, accounts)

9. This job is for a _____ worker. (the upkeep of property or machinery)

10. Sometimes, you must start a job as a _____ before you are considered skilled. (person who is learning a series of skills)

Exercise 9 B Directions: Write in a word from Word List #9 that is described by the definition.

1. _____ general office work
2. _____ the need or desire that influences a person
3. _____ acting for another
4. _____ experienced, reliable workman
5. _____ learning skills for a job
6. _____ act at maintaining
7. _____ sharply defined or stated
8. _____ relating to machinery
9. _____ office worker who arranges meetings
10. _____ unsurpassed

Exercise 9 C

Which word can be used as both the title of a person and as an action or job?

_____

Exercise 9 D

Which words are names of people on the job?

_____ _____ _____

Exercise 9 E Multiple Choice

Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Being a journeyman usually means more pay.

   a. worker who selects action
   b. worker who is learning a skill
   c. worker who has learned a trade
   d. worker who sells goods

2. Most car dealers would like you to believe their product is unparalleled.

   a. having a definition
   b. having an equal
   c. having an authority
   d. having no equal

Exercise 9 E Multiple Choice continued

3. I saw an advertisement for a maintenance supervisor.

   a. machinery upkeep
   b. executive control
   c. office
   d. machinery sales

4. You must be precise when you work with money.

   a. active
   b. very accurate
   c. a person who forfeits
   d. factual

5. Would you prefer to be a clerical worker?

   a. records, accounts
   b. summing, adding
   c. merchandising, sales
   d. skills, knowledge

6. The need for mechanical engineers is increasing.

   a. relating to offices
   b. relating to banks
   c. relating to medicine
   d. relating to machines

7. Who is your local representative on the trades council?

   a. person who acts for himself
   b. person who acts for another
   c. person who greets callers
   d. person who consults others

8. What is your motivation for this job?

   a. plan for the future
   b. control of events
   c. need that influences
   d. connection with authority

9. Working as a receptionist requires patience.

   a. employee who arranges appointments
   b. employee who fixes machines
   c. employee who qualifies
   d. employee who has power

10. If you wish to become a master bricklayer, you must be a trainee first.

    a. person of authority
    b. recorder of deeds
    c. leveler of stations
    d. learner of skills

Word List #10

SYLLABLE	ANTI	PERSISTS	IMMERSE	GAIT
SUITABLE	TRANSFER	IRREGULAR	MALFUNCTION	

Exercise 10 A Directions: Rewrite the sentences using vocabulary words that mean the same as the underlined words.

1. The failure to operate properly didn't continue for long.

2. The proper way to wash glasses is to plunge them into a liquid.

3. Your attitude shouldn't be so hostile towards work.

4. Some of those units of spoken language are regular and some are not conforming to the rule.

5. Waitresses must have a particular style of movement in order to be successful.

6. Some employers believe that a move to a different place is good every three or four years.

7. Are you sure that this employee is capable and qualified?

3. This person goes on resolutely in the face of opposition in seeking the job.

EXERCISE 10 B Directions: Step 2 - Write your own sentences using each vocabulary word correctly.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

Exercise 10 C Directions: Write in a word from Word List #10 that is described by the definition.

1. _____ the opposite of proper operation
2. _____ opposite in action
3. _____ one or more vowels surrounded by consonants
4. _____ lacking regularity
5. _____ a ticket to continue a journey
6. _____ way of moving on foot
7. _____ dip into a fluid
8. _____ adapted to a use
9. _____ to last on and on

Exercise 10 D

List the three words that describe a kind of action.

_____ _____ _____

Exercise 10 E Directions: Match the correct meanings to the words listed and write the letters on the lines provided.

1. _____ transfer
2. _____ persist
3. _____ anti
4. _____ malfunction
5. _____ suitable
6. _____ irregular
7. _____ gait
8. _____ syllable
9. _____ immerse

a. particular style of movement
b. plunge into a liquid
c. move to a different place
d. founded on truth or fact
e. to last on and on
f. something asked for
g. unit of spoken language
h. very exact
i. hostile towards
j. qualified
k. uneven
l. not conform to rule
m. failure to operate properly

Word List #11

PROHIBITED	PREVIOUS	PREFERENCE
POTENTIAL	POSITION	POLYESTER
OCCUPANT	MISREPRESENTATION	MISCELLANEOUS
MANUFACTURER		

EXERCISE 11 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The baseball team prohibited the use of their field for softball practice.

   (A) encouraged
   (B) did not allow
   (C) charged a fee
   (D) set aside

2. His previous employer was contacted for a reference.

   (A) latest
   (B) most important
   (C) before
   (D) present

3. The telephone company stated a preference for a clerk who could type 50 words or more per minute.

   (A) desired
   (B) required
   (C) needed
   (D) optional

4. Maria had the potential to become one of the best doctors in Santa Barbara.

   (A) ability waiting to be used
   (B) training
   (C) desire
   (D) right

5. Brian was looking for a position in a local department store.

   (A) the angle of the body
   (B) employer
   (C) exercise machine
   (D) job

6. Polyester materials have reduced the need for ironing daily articles of clothing.

   (A) woven from silk
   (B) cotton
   (C) man made fibers
   (D) colorful

7. The letter was addressed to occupant.

A) a person who lives in a certain place
B) a legal title
C) a member of a religious group
D) a person who does not have a home

8. The salesman was charged with misrepresentation.

A) following company policy
B) describing a product to make it sound better than it really is
C) a company fine for not talking to enough customers
D) selling products from two different companies at the same time

9. The old man donated a refrigerator and freezer and several miscellaneous items to the Girl's Club.

A) important
B) valuable
C) necessary
D) small assorted items

10. The manufacturer guarantees the tires for 20,000 miles or two months, whichever comes first.

A) a store that sells the product
B) a dealer who installs tires
C) a company that makes the product
D) the salesman who sells tires

Word List #12

OCCUPATION	BALANCE (checkbook)	SOLUTION	EXTERNAL	INTERNAL
DILUTED	STRICT	POLICY	SUMMON	MEMORIAL

Exercise 12 A Directions: Using the glossary, write the exact meaning for each word listed.

1. balance (for a checkbook)_____

_____

2. diluted _____
3. external _____
4. summon _____
5. solution _____
6. internal _____
7. occupation _____
8. policy _____
9. memorial _____
10. strict _____

Exercise 12 B Directions: Rewrite the sentences substituting a vocabulary word that means the same as the underlined words.

1. The president of the company issued a call to convene to all employees.

_____

_____

2. Which business or vocation are you going to choose?

_____

_____

3. Adding alcohol made the gasoline thinner.

_____

_____

Exercise 12 B continued

4. The administrator thought she had decided on the correct course of action in order to come up with a possible answer to the problem.

5. Arlington National Cemetery is a monument to the United States Service Personnel.

6. The inner part of the corporation was well organized.

7. When you load something heavy into your car, you must make sure it is equalized in proportion.

8. Some people like careers that are situated outside of the United States.

Exercise 12 C Directions: Match the correct meanings to the words listed and write the letters on the lines provided.

1. _____ policy
2. _____ occupation
3. _____ summon
4. _____ memorial
5. _____ strict
6. _____ external
7. _____ internal
8. _____ diluted
9. _____ solution
10. _____ balance

a. inflexibly maintained
b. the power to choose
c. the amount by which one side of an account is greater
d. setting out
e. serving to preserve the memory
f. connected with outer parts
g. contract made by an insurance company
h. liquid containing dissolved substance
i. to send for
j. situated in interior part of body
k. make more liquid
l. activity in which one engages

Exercise 12 D Directions: Complete the sentences by selecting a word from Word List #12 and writing it in the blank.

1. Some bosses are very _____ about qualifications.
2. Does that doctor specialize in _____ medicine?
3. Be careful when you buy gasoline that it isn't _____ with water.
4. Sometimes we have no control over the _____ forces that shape our lives.
5. Most questionnaires ask you to list your _____.
6. If the owner of the corporation _____ you, it is best to go.
7. Pearl Harbor has a _____ to the Battleship Arizona.
8. Most employers have an insurance _____ for leave due to illness and overtime.
9. If there's a problem, usually there is also a _____.
10. You must make sure that your bank account is _____.

UNIT THIRTEEN

Word List # 13

FLAMMABLE	FINANCE	FALSIFICATION	EXAGGERATE
DIGIT	DISABILITY	DISCHARGE	DISCONNECT
DIVORCED	DOCUMENTS		

EXERCISE # 13 Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The department for consumer safety issued a warning against buying flammable pajamas.

   A) can catch on fire easily
   B) material with chemical dye
   C) bright colors
   D) man made fibers

2. Gerardo needed to finance the purchase of a new car.

   A) register
   B) license
   C) borrow money to be repaid on time
   D) trade in an older car

3. The police arrested Bill for the falsification of a driver's license.

   A) borrowing without permission
   B) changing with wrong information
   C) stealing
   D) loaning

4. The sportfishing company usually exaggerated the daily fish count.

   A) counted
   B) talked about
   C) recorded
   D) make larger than it really is

5. The number to call in an emergency in Santa Barbara is a 3 digit number.

   A) a single numeral
   B) same
   C) letter
   D) double

6. A disability doesn't always force a person to leave his job.

   A) bad rating by the employer
   B) disagreement with the boss
   C) dislike for the job
   D) a problem with health or physical condition

7. The corporation asked to see the job candidate's discharge from the Marines.

   A) training record
   B) paper showing separation
   C) war record
   D) grades

8. The directions say to disconnect the pipe.

   A) make stronger
   B) glue
   C) take apart
   D) make it even

9. The divorced couple were still friends.

   A) marriage legally broken
   B) unhappy
   C) wealthy
   D) planning to get married

10. The documents were returned to the safe deposit box.

    A) messages
    B) legal papers
    C) books
    D) pamphlets

EXERCISE 13B WORD CLASSIFICATION

Directions: Place the words from Word List # 13 in the category that best describes each one.

DOCUMENTS PEOPLE MIGHT HAVE	THINGS THAT ARE NOT TRUE
1.	1.
2.	2.
3.	

EXERCISE 13 C Directions: Rewrite these sentences and replace the underlined words with words of your own choice. Do not change the meaning of the sentence.

1. Bill exaggerated the number of pounds he could lift.

2. The soldier was waiting to receive his discharge from the service.

3. The finance company sent a bill collector to the house.

4. The worst thing he could do now was to falsify his testimony.

5. Paint thinner and other cleaning solvents are flammable.

6. John could no longer work because of a disability.

7. You must disconnect the electrical cord before trying to repair the toaster.

8. The police at a top secret military base studied the driver's documents before they would let him in.

9. One digit was smeared beyond recognition.

10. Christiana's parents were divorced.

Word List #14

EARN ELIGIBILITY ESSENTIAL DEPARTURE DENIED
CONSUMER DEPARTMENT DEGREE - EDUCATION CORRESPONDENCE
CREDIT REFERENCE

EXERCISE #14 Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Willie wanted to earn enough money this summer to buy a dirt bike.

   A) borrow
   B) save
   C) transfer
   D) to gain by work

2. The eligibility of the quarterback was questioned by the opposing coach.

   A) qualified to be used
   B) weight
   C) birthdate
   D) character

3. Essential information was missing from the application.

   A) unimportant
   B) health
   C) necessary
   D) place of birth

4. The departure of the pitcher was watched with interest.

   A) growth
   B) going out
   C) training
   D) strength

5. Louise couldn't find the department she was looking for.

   A) clothing
   B) merchandise
   C) complex
   D) section of a store

6. The man was denied his vote.

   A) given
   B) registered
   C) not allowed
   D) claiming

7. What is the highest <u>degree</u> you have?

A) temperature
B) certificate of achievement
C) elevation
D) warmth

8. The <u>credit</u> <u>references</u> were checked.

A) books
B) how long at the same address
C) check receipts
D) information about your financial history

9. The <u>correspondence</u> between the companies stopped.

A) exchenge of letters
B) supplies
C) team effort
D) credit check

10. A bill to protect the <u>consumer</u> was introduced by the Assemblyman from Santa Barbara.

A) maker of products
B) large company
C) a person in charge of bookkeeping
D) a person who buys and uses

UNIT FIFTEEN

Word List #15

SPOUSE	CONSTRUCTION	CONFIDENTIAL	COMMISSION
COMPARE	COMMENSURATE	COD (C.O.D.)	CLASSIFIED
CIRCUMSTANCES	CERTIFICATE	BUDGET	

EXERCISE 15 A Directions: Select a word from word list #15, that will complete each of the following sentences. Place the word in the space provided.

1. The company was forced to stop _____ of the new building because of the heavy rains.
2. The machinest was looking for a job that was _____ in pay with his ability and training.
3. A person who is a husband or wife can also be called a _____.
4. The judge listened carefully to all the _____ of the case before giving his final sentence.
5. Every student was given a _____ at the end of the year if they had not been absent.
6. A secretary often deals with _____ papers that must not be talked about with others outside of the job.
7. Some people use a _____ to control the money that is being spent compared with the money that is being earned.
8. A method to pay for merchandise when it is delivered is called _____.
9. Advertisements that are placed in the newspaper according to the categories or type of notice are called _____.
10. The smart shopper will _____ different brands of the same produce with each other before making a decision to buy.

EXERCISE 15 WORD SEARCH

Directions: Ten of the words from Word List #15 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or diagonal. Good Luck!

C O N S T R U C T I O N Z C C

O O S E T I S O S S B J X I I

M C M I U M P D I T U M J R N

M E J P S O O J E R D N N C K

I R X R A B U R R O G I R U E

S N E E E R S M K I E R I M R

S T I N R K E N L K T S E S I

I M S X M L X J N L I T U T T

O C O M M E N S U R A T E A R

N C O N F I D E N T I A L N F

D L R K I B S R T E R I O C M

S C B C E R T I F I C A T E N

UNIT SIXTEEN

Word List #16

AUTHORIZED	ADVERTISEMENT	SPOUSE
ANTIDOTE	ADJUSTMENT	ABRASION
AILMENT	ABUSE	HAZARDOUS

EXERCISE 16 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The broken appliance should be taken to an <u>authorized</u> dealer for repair.

   A) expert
   B) many different kinds of repair
   C) officially recognized by the manufacturer
   D) inexpensive

2. Mother keeps a list of <u>antidotes</u> for common household chemicals in case of emergency.

   A) a funny story
   B) prices
   C) information
   D) things that counteract poisons

3. Mary's <u>ailment</u> kept her from entering the track meet.

   A) sickness
   B) coach
   C) poor grades
   D) broken shoes

4. Did you buy that product because of the <u>advertisement</u>?

   A) research conducted
   B) the packaging of the product
   C) notice in the newspaper
   D) taste

5. The product went on sale the same day that I paid full price. After I complained, the manager asked me to come in for an <u>adjustment</u>.

   A) alter the garment
   B) a change in the color
   C) a change in price
   D) credit application

6. The neighbors called the humane society and reported the <u>abuse</u> of a dog.

   A) dognapping
   B) illness
   C) vicious
   D) cruel treatment

7. Most applications ask for the name of your spouse.

A) grandmother, grandfather
B) husband or wife
C) niece, nephew
D) son, daughter

8. Small children frequently need medical attention from their mother to treat an abrasion.

A) skin missing or damaged
B) upset stomach
C) dizziness
D) skin that is sunburned

9. Breathing polluted air may be hazardous to your health.

A) difficult
B) beneficial
C) non-toxic
D) dangerous

EXERCISE 16 B Directions: Write four words from Word List #16 that have to do with health or medicine.

1. _____

2. _____

3. _____

4. _____

EXERCISE 16 C Directions: Write a sentence in your own words for each of the list words below:

1. AUTHORIZED _____

_____

2. ANTIDOTE _____

_____

3. AILMENT _____

_____

4. ADVERTISEMENT _____

_____

5. ADJUSTMENT _____

_____

6. ABUSE _____

_____

7. ABRASION _____

_____

8. SPOUSE _____

_____

9. HAZARDOUS _____

_____

SANTA BARBARA JUNIOR HIGH SCHOOL
MODEL SCHOOLS' READING PROGRAM

SURVIVAL VOCABULARY

GLOSSARY

Created by

Ruth Bartz and Jim Tucker

abrasion	1: a rubbing or wearing away 2: a place where the surface has been rubbed or scraped off (an abrasion on his knee)
absent	not present or attending
absentee	a person who is absent
abuse	1: to treat cruelly 2: to put to an improper use; misuse 3: to use so as to injure or damage
account	1: a record of money paid and received 2a: a periodic reckoning listing purchases and credits b: the transactions between a business and a customer
adjustment	1: the act or process of adjusting 2: a settlement of a claim or debt
advancement	1: a forward movement 2: progress in development 3: a rise in price, value, or amount
advertisement	a public notice; esp: one published or broadcast
ailment	a bodily disorder: sickness
anti-	1: opposite in kind, position, or action 2: hostile toward
antidote	1: a remedy to counteract the effects of poison 2: something that relieves, prevents, or counteracts
appliance	1: a device designed for a particular use 2: a piece of household or office equipment that is operated by gas or electricity
applicator	a device for applying a substance (as medicine or polish)
appraisal	an act or instance of appraising
appraise	to set a value on
appropriate	1: to set apart for a particular purpose or use 2: especially suitable or fitting: proper
area	1: a level piece of ground 2: the amount of surface within a closed figure
assembly	1: a body of persons gathered together 2: a collection of parts that go to make up a complete unit 3: work passes from operation to operation in direct line until the product is assembled

Survival Vocabulary Glossary

atlas	1: a book of maps 2: the first vertebra of the neck
authorize	1: to give authority to 2: to give legal or official approval
available	1: usable 2: present in a form that a plant or animal can use
balance	1: something left over; remainder; esp; the amount by which one side of an account is greater than the other (a balance of $10 on the credit side) 2: to equal or equalize in weight, number, or proportion
budget	1: a plan for using money 2: the amount of money available for some purpose
certificate	1: a document containing a certified statement; esp: one certifying that a person has fulfilled the requirements of a school or profession
circumstance	1: a fact or event that must be considered along with another fact or event 2 pl: surrounding conditions
classified	divided into classes or placed in a class
clerical	of or relating to a clerk or office worker, records, accounts or general office work
commensurate	1: equal in measure or extent 2: corresponding, proportionate (an income commensurate with one's needs)
commission	1: an order granting the power to perform various acts or duties 2: a fee paid to an agent or employee for transacting a piece of business (a 5% sales commission)
compare	to examine in order to discover likenesses or differences
comparison	the act of comparing
compensation	1a: payment to an unemployed or injured worker or his dependents b: salary, wages
confidential	1: secret, private (confidential information) 2: trusted with secret matters
construct	to make or form by combining parts: build
construction	1: the arrangement and connection of words or groups of words in a sentence 2: the process, art, or manner of constructing
consumer	one that buys and uses economic goods
correspondence	1: agreement, likeness 2: communication by letters
credit	1: a favorable balance in an account 2: an amount or sum put at the disposal of a person or firm by a bank 3: the right or privilege of buying now and paying later

cure	1a: to restore to health, soundness, or normality b: to bring about recovery from 2: rectify, remedy 3: to process for keeping (cure bacon)
debit	an entry in an account representing an amount paid out or owed
defective	lacking something essential: faulty
degree	1: a step or stage in a process or series 2: a title conferred upon students by a college, university, or professional school upon completion of a program of study 3: one of the divisions on an instrument (as a thermometer or barometer) that measures the amount of something (as heat)
deny denied	1: to declare not to be true 2: to refuse to acknowledge: disown 4: to reject as false
department	1: a disinct sphere 2: a division of a college or school giving instruction in a particular subject 3: a section of a department store
departure	1: the act of going away 2: a setting out 3: divergence
deposit	1: to put money in a bank 2: something placed for safekeeping
dictionary	a reference book containing words usu. alphabetically arranged along with information about their forms, pronunciations functions, etymologies, meanings
digit	1: any of the arabic numerals 1 to 9 and usu. the symbol 0 2: finger, toe
dilute	to make thinner or more liquid by admixture
disability	1: the condition of being disabled: lack of ability, power, or fitness to do something 2: a source of disability (as a physical injury); also: a legal disqualification that prevents a person from serving or acting in a particular capacity.
discharge	1: to dismiss from service or employment 2: to let go or let off 3: a flow of electricity
disconnect	to undo or break the connection of
divorce	1: a complete legal dissolution of a marriage 2: complete separation: severance
document	a written or printed paper furnishing information or used as proof of something else
dosage	1a: the giving of medicine in doses b: the amount of a single dose
dose	the measured amount of a medicine to be taken at one time

earn	1: to deserve as a result of labor or service 2: to get or services given
eligible	qualified to be chosen
emphasis	forcefulness of expression
emphasize	to place emphasis on: stress
encyclopedia	a work that contains information on all branches of knowledge or treats comprehensively a particular branch of knowledge usu. in articles arranged alphabetically by subject
entry	the act of entering; entrance
entry words	words listed alphabetically in a dictionary containing a definition
essential	something basic, necessary, or indispensable
estimate	to judge tentatively or approximately the value, size, or cost of
exaggerate	to enlarge a fact or statement beyond what is actual or true
executive	1: the executive branch of a government 2: one who holds a position of administrative or managerial responsibility
exempt	free or released from an obligation or requirement to which others are subject
exemption	1: the act of exempting: the state of being exempt: immunity 2: something exempted; esp: a part of property or income that is exempt from taxation
experience	1: skill or knowledge gained by actually doing or feeling a thing 2: the amount or kind of work done or the time during which work has been done
exploration	the act or an instance of exploring
explore	1a: to search through: look into b: to examine carefully and in detail c: to penetrate into or range over for purposes of discovery
external	1: connected with the outside or an outer part 3: situated outside
fact	1: the quality of being actual 2: something that exists or occurs 3: an occurence, quality, or relation that can be experienced or inferred 4: something that can objectively be proven true or false
falsify	1: to make false, change so as to deceive (falsify financial accounts) 2: misrepresent, falsification

finance	to raise or provide funds or capital for (finance a new car)
flammable	capable of being easily ignited and of burning rapidly
forfeit	to lose or lose the right to as a punishment for an error, offense, or crime
forfeiture	1: the act of forfeiting 2: something forfeited; penalty
gait	manner of moving on foot (his gait was deliberate); a particular style of movement
illustrate	to provide with pictures of figures intended to explain or decorate
illustrator	a person who illustrates
immaculate	1: having no stain or blemish; pure 2: spotlessly clean
immerse	to plunge or dip into a fluid
incinerate	to burn to ashes
independent	1: not subject to control or rule by another 2: not having connections with another 3: not supported by or willing to accept support from another 4: not committed to a political party
index	an alphabetical list in a printed work that gives with each item listed the page number where it may be found
indicate	1a: to point out b: to be a sign 2: to state or express briefly
inferior	1: situated lower down 2: of low or lower degree or rank 3: of little or less importance, value, or merit
inoperative	not functioning: producing no effect
insecticide	an agent that destroys insects
installment plan	a system of paying for goods or services in installments or parts
internal	1: existing or lying within: inner 2: relating to, occurring or situated in the interior of the body
irregular	1: not conforming to rule 2: uneven 3: lacking continuity or regularity of occurrence
journeyman	1: a worker who has learned a trade and works for another person usu. by the day 2: an experienced reliable workman
juvenile	1: a young person, animal, or plant 2: immature, childish
legible	capable of being read

limit	1: to set limits to: confine 2: to curtail or reduce in quantity or extent
loiter	1: to interrupt or delay an errand or a journey with aimless stops 2a: to hang around idly b: to lag behind
maiden name	the surname of a woman before she is married
maintenance	1: the act of maintaining 2: the upkeep of property or machinery
malfunction	to fail to operate properly
mechanical	1a: of or relating to machinery (mechanical engineering) b: made or operated by a machine or machinery
memorial	1: serving to preserve the memory of a person or an event 2: monument
miscellaneous	consisting of many things of different sorts
misrepresent	to give a false or misleading representation of
motivate	to provide with a motive; induce
motivation	something (as a need or desire) that leads or influences a a person to do something
occupancy	the act of occupying
occupation	an activity in which one engages; esp: one's business or vocation
opinion	1: a belief stronger than an impression but less strong than positive knowledge 2: a judgment about a person or thing (has a high opinion of his doctor)
opportunity	1: a favorable combination of circumstances, time, and place 2: a chance for advancement or progress
option	1: the power or right to choose 2: something offered for choice
perimeter	the boundary of a closed plane figure or area; also: the length of such a boundary
persist	1: to go on resolutely in spite of opposition 2: to last on and on
personnel	a group of persons employed (as in a public service, a factory, or an office)
physician	a person skilled in the art of healing; esp: a doctor of medicine
policy	1: a course of action selected to guide and determine decisions 2: the contract made by an insurance company with a person

polyester	man made material formed by condensation and used in making fibers for clothing
position	1: the manner in which something is placed or arranged 2a: social or official rank b: employment, job
potential	1: capable of becoming real: possible 2: something that can develop or become actual
precise	1: exactly or sharply defined or stated 2: very exact: accurate
preference	1: one that is preferred: favorite 2: the act of giving advantages to some over others
prepay	pay in advance
prescription	1a: a written direction or order for the preparation and use of a medicine b: a medicine prescribed
previous	preceding, earlier
price	1: the quantity of one thing and esp. money that is exchanged or demanded in exchange or another 2: the cost at which something is obtainable
prohibit	1: to forbid by authority 2: to prevent from doing something
qualification	a special skill, knowledge, or ability that fits a person for a particular work or position
receptionist	an office employee who greets callers, answers questions, and arranges appointments
reference	1: the act of referring or consulting 2a: a person to whom inquiries as to character or ability can be made b: a statement of the qualifications of a person seeking employment or appointment given by someone familiar with them
register	1: to enroll formally esp. as a voter or student 2: to secure special protection for a (piece of mail) by prepayment of a fee
representative	1: standing or acting for another esp. through delegated authority 2: serving as a typical or characteristic example (a representative housewife)
request	1: an asking for something 2: something asked for
residence	1: the place where one lives 2: the period during which a person resides in a place
response	the act of replying: answer
resume	a summing up: summary; esp: a short account of one's career and qualifications prepared by an applicant for a position

revoke	to put an end to (as a law, order, or privilege) by withdrawing, repealing, or canceling
solution	1: an answer to a problem 2: a liquid containing a dissolved substance
spouse	1: one's husband or wife
status	position or rank in relation to others
strict	1: permitting no evasion or escape (under strict orders) 2: inflexibly maintained or adhered to
suitable	1: adapted to a use 2: proper 3: capable, qualified
summon	1: to issue a call to convene 2: to command by service of a summons to appear in court 3: to send for
syllable	a unit of spoken language that consists of one or more vowel sounds with consonant sounds preceding or following
trainee	a person who is learning a series of skills for a job
transfer	1: to convey from one person, place or situation to another 2: to move to a different place or situation 3: a ticket entitling a passenger on a public conveyance to continue his journey on another route
typical	1: being or having the nature of a type 2: combining or exhibiting the essential characteristics of a group
unit	1: the first and smallest natural number 2: a definite quantity adopted as a standard of measurement
unparalleled	having no equal or match: unsurpassed
valid	1: founded on truth or fact 2: binding in law
verify	1: to prove to be true or correct: confirm 2: to check or test the accuracy of
warranty	a written statement that some situation or thing is as it appears or is represented to be: guarantee
wholesale	the sale of goods in large quantity usu. for resale by a retail merchant

SURVIVAL VOCABULARY

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1980

Teacher's Edition

Demonstration Reading Program
Santa Barbara Junior High School
721 East Cota Street
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UNIT ONE

Word List #1

LOITERING	LIMITATION	LEGIBLE	JUVENILE
IMMERSE	FORFEITURE	INSECTICIDE	INCINERATE
INFERIOR	INSTALLMENT PAYMENT		

EXERCISE 1 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Loitering was prohibited on the school grounds.

   A) smoking
   B) bothering younger students
   C) throwing paper on the grounds
   (D) to hang around with no purpose

2. The bus company placed a limitation on the number of students who could ride.

   A) minimum
   B) age category
   (C) certain number allowed
   D) no restriction in number

3. The store manager would no hire anyone who did not have legible handwriting.

   (A) clear enough to read easily
   B) dark
   C) fast
   D) writing in ink

4. Juvenile delinquency in the big cities is on the increase.

   A) petty or small
   (B) young people
   C) serious
   D) a young adult

5. Roberto decided to buy the refrigerator on an installment payment plan.

   A) discount price
   (B) payments spread over a period of time
   C) high interest
   D) cash on delivery

6. The insecticide can contained a warning not to breathe the fumes in a closed area.

   A) chemical
   (B) a poison that destroys insects
   C) gasoline
   D) vapors

7. A contest was held to see which hamburger was inferior.

   A) best tasting
   B) juiciest
   C) better buy
   (D) not as good

8. The county issued an order for the infected trees to be incinerated.

A) burned
B) frozen
C) sprayed with insecticide
D) cut into small pieces

9. Do not immerse the electric frying pan in any liquid.

A) wash
B) shine
C) turn electricity on
D) place under

10. The realtor declared a forfeiture of the deposit on the house when the buyer decided not to complete the purchase.

A) freeze the account
B) raised the fee
C) acceptance
D) give up or lose

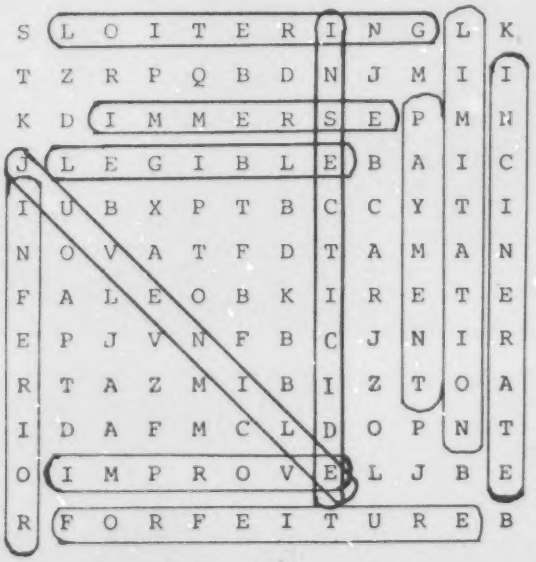
EXERCISE 1 B WORD CLASSIFICATION

Directions: Place the words from Word List #12 in the category that best describes each one. You may use some words in more than one category.

WORDS THAT DESCRIBE PEOPLE OR THINGS	WORDS THAT SHOW ACTION
1. *juvenile*	1. *immerse*
2. *inferior*	2. *loitering*
	3. *incinerate*

EXERCISE 1 C WORD SEARCH

Directions: Ten of the words from Word List #12 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or at a diagonal. Good Luck!


S L O I T E R I N G L K
T Z R P Q B D N J M I I
K D I M M E R S E P M N
J L E G I B L E B A I C
I U B X P T B C C Y T I
N O V A T F D T A M A N
F A L E O B K I R E T E
E P J V N F B C J N I R
R T A Z M I B I Z T O A
I D A F M C L D O P N T
O I M P R O V E L J B E
R F O R F E I T U R E B

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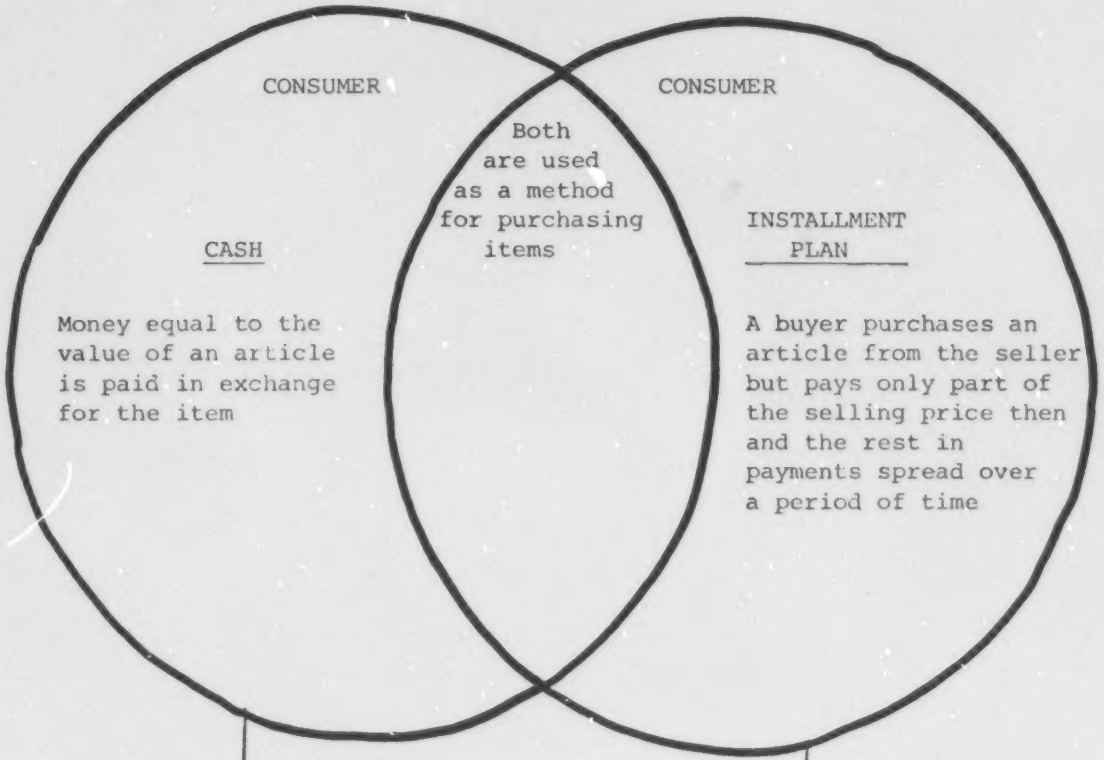
EXERCISE 1 D COMPARE-CONTRAST


CONSUMER
CONSUMER
Both are used as a method for purchasing items
CASH
Money equal to the value of an article is paid in exchange for the item
INSTALLMENT PLAN
A buyer purchases an article from the seller but pays only part of the selling price then and the rest in payments spread over a period of time

1. *deed*
2. *no debt*
3. *legal owner*
4. *lower total price*
5. *can not buy as much when young*

1. *interest*
2. *loans*
3. *mortgage*
4. *payments*
5. *finance company*
6. *quick use of product*

Directions: Place each of these words or phrases under the consumer plan above that it is a part of.

interest	deed	payments	finance company
loans	mortgage	no debt	legal owner

lower total price

quick use of a product when you can not afford it

can not buy as much when you are young

UNIT TWO

Word List #2

FINANCE	AVAILABLE	RESUME	OPPORTUNITY	PREVIOUS
ADVANCEMENT	COMMISSION	EXPERIENCED	COMPENSATION	ASSEMBLY

Exercise 2 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. What kind of job experience do I need?

   A) the amount of effort needed to produce 1 hour of work
   B) the amount of explanation needed for the enployer
   (C) the amount of time during which work has been done
   D) the amount of equipment needed for a successful job

2. What do you have that's available?

   A) likeable
   B) disuse
   C) inexpensive
   (D) usable

3. That assembly job is waiting.

   (A) work passing from operation to operation
   B) work that requires written effort
   C) work that stresses decisions
   D) work that focuses on restaurants

4. She might get that commission in the Navy.

   (A) an order granting power to perform duties
   B) an order representing a service agreement
   C) an order that contains all needed information
   D) an order that must be considered

5. My previous job was at Macdonalds.

   (A) preceding, earlier
   B) later, delayed
   C) sincere, honest
   D) official, authentic

6. Here is your just compensation.

   A) faulty, wrong
   (B) salary, wages
   C) collectable, picking
   D) breakage, fell apart

7. What are the chances for career advancement?

   A) dovelopment for training
   B) termination
   (C) progress in development
   D) retardation of growth

8. What's the best opportunity?

A) a chance for a quick profit
B) a favorable combination of circumstances
C) an unfavorable combination of circumstances
D) a circumstance that causes difficulties

9. I need to finance my car.

A) make payments on
B) learn all about
C) raise funds for
D) learn to operate

10. Here is my job resume.

A) a short report of work to be done
B) a lengthy discussion of career requirements
C) a situation report on salaries
D) a short account of one's career

Exercise 2 B Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. If I have the favorable combination of circumstances, I would like to raise funds or capital for a new car.

If I have the opportunity, I would like to finance a new car.

2. When you write your summing up of qualifications prepared for a position it should be for any usable job.

When you write your resume it should be for any available job.

3. Your preceding job gave you a great deal of knowledge gained by actually doing a thing.

Your previous job gave you a great deal of experience.

4. The invention of making cars by work passing from operation to operation in line was a great forward movement.

The invention of making cars by an assembly line was a great advancement.

5. Your salary for that job will be a fee paid to an employee for transacting a piece of business.

Your compensation for the job will be a commission.

EXERCISE 2 C MEANING MATCH

Directions: Write the word that matches the meaning of each definition.

finance	raise funds for
commission	order granting power or a fee paid an agent
resume	a short account of one's career
opportunity	a chance for advancement
assembly	a collection of parts that go together in a unit
advancement	a rise in price, value, amount

EXERCISE 2 D GROUPING

Directions: Group the unit words that we associated with the main topic, money.

MONEY

finance

advancement

commission

compensation

EXERCISE 2 E WORD COMPLETION

Directions: Fill in the blank with one of the vocabulary words from Word List #2.

1. Sometimes you are asked if you have *experience* when you interview for a new job.
2. If you have *previous* working experience, you might get a better paying job.
3. When you interview for a new job, it is a good idea to have your *resume* with you.
4. A part time job sometimes depends on *available* hours.

BONUS SECTION Directions: Write unit words that describe (tell) an action. You may need to change the spelling.

finance
resume
experience
compensate
assemble

Word List #3

ABSENTEE	DEBIT	EXEMPTION	STATUS	PHYSICIAN
PRESCRIPTION	DOSAGE	IMMACULATE	APPRAISAL	APPLICATOR

EXERCISE 3 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. She is my physician.

   A) a close personal friend
   B) a notorious prisoner
   C) a person of merit
   (D) a doctor of medicine

2. That prescription is old.

   (A) written preparation for medicine
   B) artificial cloth used in bandages
   C) application for a job
   D) machine replacement

3. A good appraisal was made of the situation.

   A) setting a comparison of
   B) resort to the newspaper
   (C) act of setting a value on
   D) prediction of the future

4. There is an absentee worker today.

   A) a person who is experienced
   (B) a person who is missing
   C) a person who is struggling

5. This is a good applicator.

   A) situation for fun
   B) lots of nonsense
   C) place for learning
   (D) device for applying a substance

6. What is your job status?

   A) application paper
   B) type of work performed
   C) advice on employment
   (D) position in relation to others

7. The office is immaculate.

   A) with spot or blemish
   (B) having no spot or blemish
   C) of a certain size and shape
   D) full of furniture

8. Notice of my tax exemption just arrived.

(A) immunity
B) payment
C) obligation
D) payment and interest

9. Did you give a safe dosage?

(A) the giving of medicine in measured amounts
B) the giving of homework in any amounts
C) sports scores up to a certain amount
D) words of advice, cautiously given

10. Who has the debit at the bank?

A) an employee
B) an amount paid
(C) an amount owed
D) an entrance

EXERCISE 3 B Directions: A word from Word List 3 is used in these sentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) The absentee student was called at home.
B) Since he was an absentee, he was not paid.
(C) The absentee on the house kept the people from buying it.
D) Absenteeism is a constant worry.

2. (A) The debits in the theatre was full of people.
B) The debit to my account was finally paid.
C) Have you paid all of your debits?
D) I have a debit on that bill.

3. A) The manager had an exemption on the bill.
B) The bank stated that exemptions on loans were available.
C) Her exemption from that job meant freedom for her.
(D) You had best pay your exemption right away.

4. A) The status of this job is influencing the decision.
(B) The workers did their status well.
C) Can you give an idea of what my status is?
D) What is the status of the application?

5. (A) The doctor tried to physician the bone in place.
B) Did the physician give you that x-ray?
C) Medicine was given to him yesterday by the physician.
D) The physician called back to confirm the appointment.

6. A) The dosage of medicine was correct.
B) Was that dosage the same as last time?
(C) Words of dosage aren't always welcome.
D) The dentist gave her a dosage of Novocain.

7. (A) Did you wear your new prescription yet?
   B) The prescription came from Thrifty's.
   C) Do you need a prescription for aspirin?
   D) I need a written, not oral, prescription.

8. (A) That immaculate foot just wouldn't fit the shoe.
   B) The immaculate kitchen impressed his mother.
   C) Is your room immaculate yet?
   D) His clothes were immaculate for the party.

9. A) The bank appraised the house.
   B) You may appraise the situations any way you like.
   C) She is still appraising the property.
   (D) The wind appraised the tree.

10. A) The iodine has an applicator.
    B) What do you think of the new paint applicator?
    C) Where is the applicator for the fertilizer?
    (D) Wind is an applicator of a storm coming.

EXERCISE 3 C Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. The person skilled in the art of healing who works here didn't do that written direction for the use of medicine.

The physician who works here didn't leave that prescription.

2. The person who is missing has applied for an immunity from the rules.

The absentee has applied for an exemption.

3. What is the position in relation to others of that amount owed?

What is the status of that debit.

4. We need to have an instance of setting the value on the car that is spotlessly clean and for sale.

We need to have an appraisal of the car that is immaculate.

5. This device for applying a substance is only for one amount of a single dose.

This applicator is only for one dosage.

EXERCISE 3 D Meaning Match

Directions: Match the vocabulary word with it's definition.

physician	person skilled in healing
prescription	written directions for preparation of medicine
dosage	measured amount of medicine at one time
applicator	something that applies a substance or material
status	position relating to others
immaculate	spotlessly clean
absentee	a person who is not present
exemption	the act of being exempt

EXERCISE 3 E Classifying

Directions: Write all the unit words that you might hear if you worked in a hospital.

physician

prescription

dosage

applicator

immaculate

EXERCISE 3 F Directions: Write the unit words that you might hear if you worked for the Internal Revenue Service.

status

exemption

absentee

application

BONUS Directions: Write the words that describe (tell) a person or title. You may need to change spelling.

physician

absentee

immaculate

Word List #4

EXPLORATION	INDEPENDENT	CURED	EXECUTIVE	OPTION
EMPHASIZED	ESTIMATE	AREA	OPINION	FACT

Exercise 4 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. He listened to the facts.

   A) estimates
   B) statement that can be proven true or false
   C) opinions
   D) recommendations

2. She had the option to buy or sell.

   A) right
   B) choice
   C) requirement
   D) law

3. Estimate the length of a piece of rope.

   A) quick answer
   B) exact answer by figuring the problem
   C) near answer based on your personal experience
   D) short answer

4. She emphasized the importance of the test.

   A) reduced
   B) wrote about
   C) pointed out
   D) decreased

5. She was an independent person.

   A) older
   B) capable of making decisions by himself
   C) needs help from others
   D) wealthy

6. They hoped she could be cured.

   A) spoiled
   B) brought back to health
   C) selected
   D) retired

7. Bill's opinion of the new car was poor.

   A) personal thoughts or beliefs
   B) information
   C) tested results
   D) facts

8. Measure the area carefully before ordering flooring.

A) telephone district
B) the amount of surface within a closed figure
C) a building used for sporting events
D) sphere

9. The executive was called to Washington.

A) assembly line worker
B) a person in charge
C) scientist
D) field electrician

10. More exploration for oil was demanded by angry citizens.

A) buying from foreign countries
B) selling
C) searching
D) pumping

Exercise 4 B Directions: A word from Word List #4 is used in the sentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) The new building has a floor area of 2,000 square feet.
B) Students were asked not to stand in the area near the fire alarm.
C) Mother measured the area so she could order the right amount of paint.
D) Could you area the paint more smoothly?

2. A) Two boys explored the cave.
B) The exploration for gold was not a success.
C) The explore cave was found to have diamonds in it.
D) Bill decided to explore the mine before going back to camp.

3. A) He had to estimate his expenses for the trip.
B) The estimate for a new truck was $6,000.
C) He was estimate in his guess.
D) Bill estimated that 2,000 ducks flew over Santa Barbara yesterday.

4. A) Joe's independent was noticed by all.
B) Roger declared himself an indenendent voter.
C) The boss was looking for an independent person he could trust.
D) Martha's independence bothered her girlfriend.

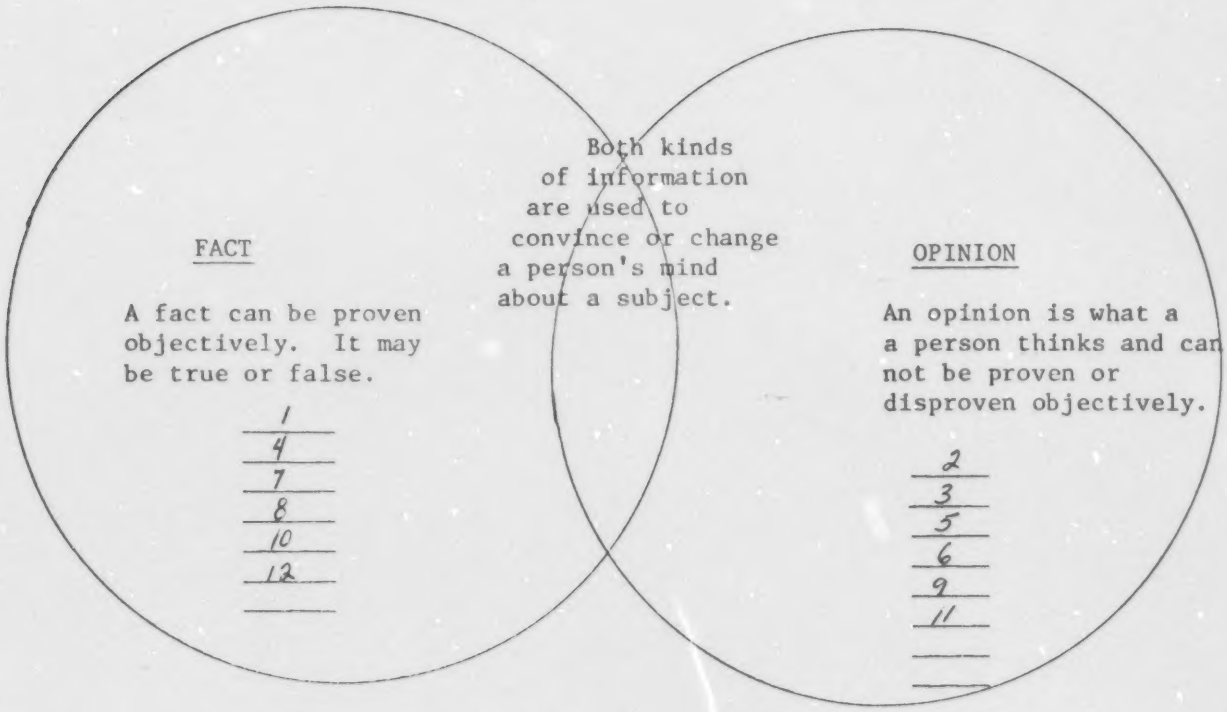
5. A) The judge made his decision after all the facts had been reviewed.
B) A facting bird always knows where the North is.
C) A factual statement is one that can be proven to be true or false.
D) Jose's dad was interested in the facts concerning the fight.

6. A) Martha had two options to consider.
B) The new car was $7,000 without any options.
C) Mary option for the black silk dress.
D) The optional equipment in the car included the air conditioner.

7. A) The executive had to make a quick decision.
   B) The airplane had an executive seating area.
   C) The worker was not responsible for the accident, he was executing the company plan.
   (D) The execute's plan was passed by members of the board.

8. A) Researchers keep looking for a cure for cancer.
   B) The pickles were not cured properly.
   (C) At last he was cure of the chicken pox.
   D) The resin statues were curing in the sun.

Exercise 4 C



FACT: He is the heaviest boy in the class. (Each student could be weighed, or school records could be checked to prove this to be true or false.)

OPINION: I think the "Swinger" is the prettiest automobile made. (What is pretty exists in each person's mind and is an opinion. Several people may agree with your opinion but you can not prove objectively that it is true or false.)

Directions: If the sentence states a fact, list the sentence number in the circle above under fact. If the sentence expresses an opinion, write the sentence number in the circle under opinion.

1. The automobile gets 34 miles per gallon of gasoline.
2. The car give you a luxurious ride.
3. The "Swinger" is more advanced than its competitors.
4. It has bucket seats.
5. The engine is full of pep.
6. The "Swinger" is fun to drive.
7. It is the first car to have a Windsor transmission.
8. It sells for less than $5,000 at your local dealer.
9. It is the best car for today's modern drivers.
10. It was recommended by 9 out of 10 doctors surveyed.
11. Swinger Company tries harder than our competitors.
12. Swinger has 17 assembly plants in the United States.

UNIT FIVE

Word List #5

PERIMETER	WHOLESALE	VERIFY
VALID	UNIT PRICE	TYPICAL
TABLE OF CONTENTS	REVOKE	REFERENCE
QUALIFICATIONS		

EXERCISE 5 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Bob walked the perimeter of the football field.

   A) across
   B) from one end to the other
   (C) all the way around
   D) one corner to the other

2. The wholesale prices climbed as the value of the dollar decreased.

   A) the price paid at a discount store
   (B) a special price given to buyers who purchase in large amounts
   C) the price you pay when you buy a whole case of canned goods
   D) the price the customer pays in a store

3. The judge asked the clerk to verify the boy's record.

   A) find out
   (B) prove it was correct
   C) close the record
   D) copy

4. The bank officer wasn't sure the signature on the check was valid.

   A) clearly written
   B) printed or signed
   (C) legal and true
   D) large enough

5. The unit price was less for brand X.

   A) price paid for a large quantity
   B) difference
   C) price divided by 12
   (D) price for the same amount of different brands

6. He was a typical teenager.

   A) different than most
   (B) usual
   C) handsome
   D) wealthy

7. Most books have a table of contents.

A) alphabetical list of words
B) a description of all merchandise
C) names of people who helped with the book
(D) a list by page number of what is in the book

8. Juan thought Carlos would revoke his permission to borrow the car.

(A) take away
B) change
C) make permanent
D) think about

9. Christiana needed a reference for a job she was seeking.

A) a book with ideas
(B) a person who will answer questions about your character
C) one who will make decisions
D) teacher

10. The qualifications for the job were not easy to meet.

A) work habits
B) pay and retirement benefits
C) a list of duties
(D) a set of skill, experiences and character traits needed for a job

EXERCISE 5 B WORD SUBSTITUTION

Directions: Fill in the blanks at the end of the sentences with a word from the word list that means the same or nearly the same as the underlined phrases.

perimeter wholesale verify valid unit price typical

table of contents revoke reference qualifications

1. Even when a merchant buys (A) in large quantities the (B) comparative price is usually less for non brand items.

A) *wholesale* B) *unit price*

2. The attendance clerk said she would (A) check the signature with my mother to see if it was (B) legal.

A) *verify* B) *valid*

3. The Air Force advertised the (A) skills needed for jet pilots and asked anyone who was interested to list 3 (B) people who could be contacted about your background.

A) *qualifications* B) *perimeter*

4. She was't the (A) usual housewife. She could run around the (B) outside boundary of the park faster than anyone in the city.

A) *typical* B) *perimeter*

EXERCISE 5 C WORD CLASSIFICATION

Directions: Place the words from Word List # 5 in the category that best describes each one. You may use some words in more than one category.

WORDS HAVING TO DO WITH THE COST OF MERCHANDISE

1. *wholesale*
2. *unit price*

WORDS HAVING TO DO WITH MAKING GOOD OR TAKING AWAY

1. *revoke*
2. *valid*

THINGS A PERSON NEEDS TO GET A JOB

1. *reverences*
2. *qualifications*

THINGS A BOOK HAS

1. *table of contents*
2. *references*

EXERCISE 5 D WORD SEARCH

Directions: Ten of the words from Word List # 5 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or at a diagonal. Good Luck!

S	P	R	V	I	J	T	D	F	Q	Z	B
Q	E	V	A	L	I	D	O	L	U	S	T
B	R	J	E	M	N	B	A	J	A	L	M
J	I	T	B	R	T	C	R	D	L	C	J
K	M	C	V	J	I	H	W	B	I	T	V
R	E	O	R	P	Y	F	E	F	F	R	V
M	T	N	Y	L	W	T	Y	K	I	A	C
S	E	T	K	S	P	L	F	Z	C	D	F
T	R	E	V	O	K	E	U	P	A	L	M
A	O	N	O	C	A	F	N	R	T	R	S
B	F	T	N	L	U	G	I	I	I	C	D
L	R	S	Z	K	S	I	T	C	O	I	P
E	A	U	R	E	F	E	R	E	N	C	E

UNIT SIX

Word List #6

PERSONNEL	EXECUTIVE	ILLUSTRATE	OPTION
CREDIT	WARRANTY	PREPAID	DEFECTIVE

EXERCISE 6 A Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined words.

1. Make sure that your bills are paid in advance.

prepaid

2. If you enjoy art, you might want to work as a person who provides pictures to explain or decorate.

become an illustrator

3. The director of a group of persons employed asked to see you for an interview.

personnel

4. When you buy anything new, make sure that you check the written statement that the thing is as it appears to be.

warranty

5. If you work hard, you may work yourself up to be one who holds a position of managerial responsibility.

an executive

6. It is important to have a good privilege of buying now and paying later rating at the bank.

credit

7. Hard work is usually a sign of dedication.

indicate

8. Can you tell which car is lacking something essential?

defective

9. If you are well trained, you have the power to choose between careers.

option

EXERCISE 6 B Directions: Write the above sentences in your own words. Use the words from the Vocabulary List #6 in place of the underlined phrases.

1.

2.

3.

4.

5.

6.

7. _____

_____

8. _____

_____

9. _____

_____

EXERCISE 6 C Directions: A word from Word List #6 is used in the sentences below. It has been used correctly 3 times and incorrectly 1 time in each of the numbered problems. Circle the letter of the sentence that uses the word incorrectly.

1. A) Did that bill get prepaid?
   B) I would like it if all accounts were prepaid.
   C) When you prepaid late, you must pay a penalty.
   D) Prepaying sometimes helps your credit.

2. A) Is it defective or is it supposed to be that way?
   B) When something is defective, you always feel good for having bought it.
   C) Defective wiring can cause a fire.
   D) A defective car is sometimes called a lemon.

3. A) Fill in the warranty card as soon as possible.
   B) New cars usually have warranties that protect the buyer against defective parts.
   C) My warranty didn't open properly during the rain.
   D) Have you ever tried using your warranty?

4. A) Your credit rating is excellent.
   B) Credit is helpful to have in emergencies.
   C) The bank stopped all credit purchases.
   D) With credit, purchases are free.

5. A) The personnel working here are always happy.
   B) Where is the personnel office?
   C) When you personnel, you should remember some basic ideas.
   D) The Personnel Director just fired me.

6. A) Some executives take two hour lunches.
   B) Executive that quickly, please.
   C) Telephone company executives are given training sessions.
   D) Would you like to be an executive sometime?

7. A) That option you expressed told me exactly how you feel.
   B) I was given several options by my boss.
   C) Sometime, being given an option in work, can lead to confusion.
   D) Some companies do not believe in providing optional employment.

8. A) The illustrator for the newspaper did a funny cartoon.
   B) Don't illustrate so loud.
   C) Illustrations such as those can win awards.
   D) To illustrate the point, she drew a diagram on the board.

EXERCISE 6 D Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Prepaid bills are good for your credit.

A) proven facts
B) sold on shelves
(C) paid in advance
D) called out early

2. See the Director of Personnel about your job.

A) employed incorrectly in usage
(B) employed correctly in usage
C) unemployed group of persons

3. It is important to have an option i life.

A) selling of choices
B) choosing of statements
(C) offering of choice
D) narrowing of choice

4. An executive usually works in an office.

A) agent who sells machinery
B) agent who destroys insects
C) person who has learned a trade
(D) person who holds responsibility

5. You should read the warranty carefully.

A) naturally
B) summary
(C) guarantee
D) flexibility

6. Did you check to see if that was defective?

A) secretly
B) completely
C) forecfully
(D) faulty

7. I have a credit to my name at Santa Barbara Bank.

A) unfavorable results in the paper
(B) favorable balance in an account
C) favorable results on a test
D) unfavorable balance in an account

8. Please illustrate my autograph book.

A) to provide with funds
B) to provide with memories
(C) to provide with pictures
D) to provide with degrees

9. Please indicate the job you wish.

A) express or state briefly
B) express in a lengthy manner
C) statement of funds
D) statement of influences

Word List #7

INDEX	ENCYCLOPEDIA	DICTIONARY	CONSUMER
ATLAS	DEPOSIT	ACCOUNT	REGISTER

EXERCISE 7 A Directions: Fill in the blank with the vocabulary word that means the same as the definition in parenthesis.

1. To find your way through unfamiliar territory, use an *atlas*. (book of maps)
2. When you own a business, you must keep your *account* correct. (transactions between a business and customer)
3. Some telephone directories have an *index*. (alphabetical list that gives the page number where it may be found)
4. We should all be good *consumers* by being well informed. (buyers and users of economic goods)
5. Voters must *register* early. (formally enroll)
6. A *dictionary* will help you with vocabulary exercises. (a reference book containing words)
7. Is the *deposit* slip filled out completely? (to put money into a bank)

EXERCISE 7 B Directions: Write the word that tells the source of each piece of information.

1. *encyclopedia* The year that Santa Barbara Mission was founded.
2. *dictionary* The meaning of the word "consumer".
3. *index* Which page has the information you are seeking?
4. *dictionary* The total number of possible meanings for the word "run".
5. *encyclopedia* The birthplace of George Washington.
6. *atlas* The exact location of the state of Wyoming.
7. *dictionary* Which meaning of a word to use?
8. *index* Where to look in your history book for U.S. Constitution?
9. *atlas* All the land elevations within California.
10. *encyclopedia* The most important accomplishments of Albert Einstein.

11. *dictionary* A sentence using the word "mead" to aid in its' meaning.

12. *atlas* The exact location of the Great Plains.

13. *index* Which page of the newspaper has the job openings.

14. *encyclopedia* The basic facts of a country.

15. *dictionary* The origin of the owrd.

EXERCISE 7 C Directions: Rewrite the sentences below substituting a vocabulary word that means the same as the underlined definition.

1. Please prepay for special protection of that letter you are sending.

register

2. Make sure that your record of money paid and received book is kept neat and orderly.

account

3. There is a great deal of buying and using economic goods awareness these days.

consumer

4. Should you put for safekeeping your purse into a drawer?

deposit

5. Do your parents ever ask you to list purchases and credits for your paycheck?

account

6 On your first day of school, you should make sure that you have formally enrolled as a student.

registered

EXERCISE 7 D Directions: Write the words that are names of reference books.

1. *atlas*

2. *dictionary*

3. *encyclopedia*

EXERCISE 7 E Directions: Write the words that (can be both actions and names) (can fit into these phrases).

1. to *deposit* *depositor*

2. a(n) *account* *accountant*

EXERCISE 7 F Directions: Write the word that is used to name a person.

1. *consumer*

Word List #8

MAIDEN NAME	REQUESTED	REFERENCE	INOPERATIVE	RESPONSE
APPLIANCES	APPROPRIATE	ENTRY	RESIDENCE	

EXERCISE 8 A Directions: The following sentences use the vocabulary words in context. Read the sentences. Then rewrite them using words from the definition instead of the vocabulary word.

1. The machine that operates the assembly line is inoperative.

2. When you open a bank account, you usually give your mother's maiden name.

3. Do you think that is an appropriate dress for work?

4. The appliances are the most expensive item in remodeling.

5. "Entry level skills" are those skills you bring with you to the job.

6. The newest employee requested a day off for illness.

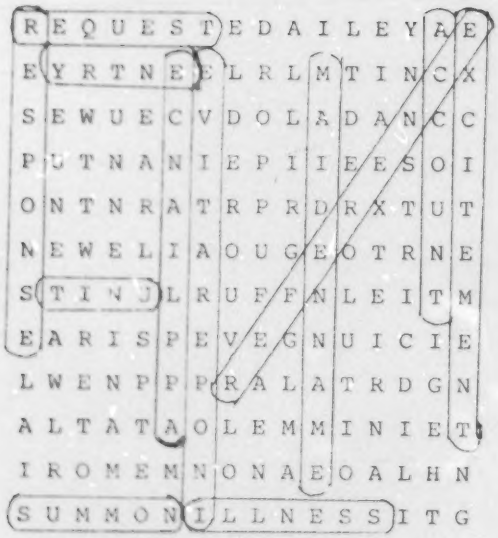
7. You must have residence in Santa Barbara County in order to vote there.

8. Wait for a response from your job application.

9. I wonder if the heating units are counted correctly.

EXERCISE 8.b

Word Puzzle



Clues:

adopted as a standard of measure	unit
surname of a woman before she is married	maiden name
something asked for	request
the act of consulting	reference
producing no effect	inoperative
device designed for particular use	appliance
set apart for particular use	appropriate
act of entering	entry
act of replying	response

OTHER WORDS FOUND IN PUZZLE:

excitement

account

summon

illness

UNIT NINE

Word List #9

MOTIVATION	UNPARALLELED	CLERICAL	MECHANICAL
MAINTENANCE	RECEPTIONIST	TRAINEE	JOURNEYMAN
REPRESENTATIVE	PRECISE		

EXERCISE 9 A Directions: Fill in the blank with one of the above vocabulary words. The definition is in parenthesis.

1. To work as a *receptionist*, you must be polite and have a pleasant personality. (employee who greets callers, answers questions)

2. When you hire a plumber, always try and get a *journeyman*. (worker who has learned the trade and works for another person)

3. My very first job was *unparalleled* for interest. (having no equal or match)

4. To work as an accountant, you must be very *precise* in mathematics. (very exact and accurate)

5. What kind of *motivation* will you need to go job hunting? (influences that lead a person to do something)

6. There are many *mechanical* toys made each Christmas. (made or operated by machine)

7. Is this salary *representative* of what Jack-in-the-Box pays its employees? (serving as a typical example)

8. A few years ago, only women worked in *clerical* jobs. (relating to office work, records, accounts)

9. This job is for a *maintenance* worker. (the upkeep of property or machinery)

10. Sometimes, you must start a job as a *trainee* before you are considered skilled. (person who is learning a series of skills)

Exercise 9 B Directions: Write in a word from Word List #9 that is described by the definition.

1. *clerical* general office work
2. *motivation* the need or desire that influences a person
3. *representative* acting for another
4. *journeyman* experienced, reliable workman
5. *trainee* learning skills for a job
6. *maintenance* act at maintaining
7. *precise* sharply defined or stated
8. *mechanical* relating to machinery
9. *receptionist* office worker who arranges meetings
10. *unparalleled* unsurpassed

Exercise 9 C

Which word can be used as both the title of a person and as an action or job?

maintenance; other choices possible: receptionist clerk-clerical

Exercise 9 D

Which words are names of people on the job?

receptionist *representative* *journeyman*

Exercise 9 E Multiple Choice

Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Being a journeyman usually means more pay.

   a. worker who selects action
   b. worker who is learning a skill
   (c.) worker who has learned a trade
   d. worker who sells goods

2. Most car dealers would like you to believe their product is unparalleled.

   a. having a definition
   b. having an equal
   c. having an authority
   (d.) having no equal

Exercise 9 E Multiple Choice continued

3. I saw an advertisement for a maintenance supervisor.

   (a.) machinery upkeep
   b. executive control
   c. office
   d. machinery sales

4. You must be precise when you work with money.

   a. active
   (b.) very accurate
   c. a person who forfeits
   d. factual

5. Would you prefer to be a clerical worker?

   (a.) records, accounts
   b. summing, adding
   c. merchandising, sales
   d. skills, knowledge

6. The need for mechanical engineers is increasing.

   a. relating to offices
   b. relating to banks
   c. relating to medicine
   (d.) relating to machines

7. Who is your local representative on the trades council?

   a. person who acts for himself
   (b.) person who acts for another
   c. person who greets callers
   d. person who consults others

8. What is your motivation for this job?

   a. plan for the future
   b. control of events
   (c.) need that influences
   d. connection with authority

9. Working as a receptionist requires patience.

   (a.) employee who arranges appointments
   b. employee who fixes machines
   c. employee who qualifies
   d. employee who has power

10. If you wish to become a master bricklayer, you must be a trainee first.

    a. person of authority
    b. recorder of deeds
    c. leveler of stations
    (d.) learner of skills

Word List #10

SYLLABLE	ANTI	PERSISTS	IMMERSE	GAIT
SUITABLE	TRANSFER	IRREGULAR	MALFUNCTION	

Exercise 10 A Directions: Rewrite the sentences using vocabulary words that mean the same as the underlined words.

1. The failure to operate properly didn't continue for long.

malfunction persist

2. The proper way to wash glasses is to plunge them into a liquid.

immerse

3. Your attitude shouldn't be so hostile towards work.

anti

4. Some of those units of spoken language are regular and some are not conforming to the rule.

syllables irregular

5. Waitresses must have a particular style of movement in order to be successful.

gait

6. Some employers believe that a move to a different place is good every three or four years.

transfer

7. Are you sure that this employee is capable and qualified?

suitable

8. This person goes on resolutely in the face of opposition in seeking the job.

persists

EXERCISE 10 B Directions: Step 2 - Write your own sentences using each vocabulary word correctly.

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

6. _____

_____

7. _____

_____

8. _____

_____

9. _____

_____

Exercise 10 C Directions: Write in a word from Word List #10 that is described by the definition.

1. *malfunction* the opposite of proper operation
2. *anti* opposite in action
3. *syllable* one or more vowels surrounded by consonants
4. *irregular* lacking regularity
5. *transfer* a ticket to continue a journey
6. *gait* way of moving on foot
7. *immerse* dip into a fluid
8. *suitable* adapted to a use
9. *persists* to last on and on

Exercise 10 D

List the three words that describe a kind of action.

transfer *immerse* *gait*

Exercise 10 E Directions: Match the correct meanings to the words listed and write the letters on the lines provided.

1. C transfer
2. E persist
3. I anti
4. M malfunction
5. J suitable
6. K irregular
7. A gait
8. G syllable
9. B immerse

a. particular style of movement
b. plunge into a liquid
c. move to a different place
d. founded on truth or fact
e. to last on and on
f. something asked for
g. unit of spoken language
h. very exact
i. hostile towards
j. qualified
k. uneven
l. not conform to rule
m. failure to operate properly

Word List #11

PROHIBITED	PREVIOUS	PREFERENCE
POTENTIAL	POSITION	POLYESTER
OCCUPANT	MISREPRESENTATION	MISCELLANEOUS
MANUFACTURER		

EXERCISE 11 A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The baseball team prohibited the use of their field for softball practice.

   (A) encouraged
   (B) did not allow
   (C) charged a fee
   (D) set aside

2. His previous employer was contacted for a reference.

   (A) latest
   (B) most important
   (C) before
   (D) present

3. The telephone company stated a preference for a clerk who could type 50 words or more per minute.

   (A) desired
   (B) required
   (C) needed
   (D) optional

4. Maria had the potential to become one of the best doctors in Santa Barbara.

   (A) ability waiting to be used
   (B) training
   (C) desire
   (D) right

5. Brian was looking for a position in a local department store.

   (A) the angle of the body
   (B) employer
   (C) exercise machine
   (D) job

6. Polyester materials have reduced the need for ironing daily articles of clothing.

   (A) woven from silk
   (B) cotton
   (C) man made fibers
   (D) colorful

7. The letter was addressed to occupant.

(A) a person who lives in a certain place
B) a legal title
C) a member of a religious group
D) a person who does not have a home

8. The salesman was charged with misrepresentation.

A) following company policy
(B) describing a product to make it sound better than it really is
C) a company fine for not talking to enough customers
D) selling products from two different companies at the same time

9. The old man donated a refrigerator and freezer and several miscellaneous items to the Girl's Club.

A) important
B) valuable
C) necessary
(D) small assorted items

10. The manufacturer guarantees the tires for 20,000 miles or two months, whichever comes first.

A) a store that sells the product
B) a dealer who installs tires
(C) a company that makes the product
D) the salesman who sells tires

UNIT TWELVE

Word List #12

OCCUPATION	BALANCE (checkbook)	SOLUTION	EXTERNAL	INTERNAL
DILUTED	STRICT	POLICY	SUMMON	MEMORIAL

Exercise 12 A Directions: Using the glossary, write the exact meaning for each word listed.

1. balance (for a checkbook) *(answers vary)*
2. diluted
3. external
4. summon
5. solution
6. internal
7. occupation
8. policy
9. memorial
10. strict

Exercise 12 B Directions: Rewrite the sentences substituting a vocabulary word that means the same as the underlined words.

1. The president of the company issued a call to convene to all employees.

   summons

2. Which business or vocation are you going to choose?

   occupation

3. Adding alcohol made the gasoline thinner.

   diluted

Exercise 12 B continued

4. The administrator thought she had decided on the correct course of action in order to come up with a possible answer to the problem.

policy solution

5. Arlington National Cemetery is a monument to the United States Service Personnel.

memorial

6. The inner part of the corporation was well organized.

internal

7. When you load something heavy into your car, you must make sure it is equalized in proportion.

balanced

8. Some people like careers that are situated outside of the United States.

external

Exercise 12 C Directions: Match the correct meanings to the words listed and write the letters on the lines provided.

1. g policy
2. l occupation
3. i summon
4. e memorial
5. a strict
6. f external
7. j internal
8. k diluted
9. h solution
10. c balance

a. inflexibly maintained
b. the power to choose
c. the amount by which one side of an account is greater
d. setting out
e. serving to preserve the memory
f. connected with outer parts
g. contract made by an insurance company
h. liquid containing dissolved substance
i. to send for
j. situated in interior part of body
k. make more liquid
l. activity in which one engages

Exercise 12 D Directions: Complete the sentences by selecting a word from Word List #12 and writing it in the blank.

1. Some bosses are very strict about qualifications.
2. Does that doctor specialize in internal medicine?
3. Be careful when you buy gasoline that it isn't diluted with water.
4. Sometimes we have no control over the external forces that shape our lives.
5. Most questionnaires ask you to list your occupation.
6. If the owner of the corporation summons you, it is best to go.
7. Pearl Harbor has a memorial to the Battleship Arizona.
8. Most employers have an insurance policy for leave due to illness, and overtime.
9. If there's a problem, usually there is also a solution.
10. You must make sure that your bank account is balanced.

UNIT THIRTEEN

Word List # 13

FLAMMABLE	FINANCE	FALSIFICATION	EXAGGERATE
DIGIT	DISABILITY	DISCHARGE	DISCONNECT
DIVORCED	DOCUMENTS		

EXERCISE # 13 Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The department for consumer safety issued a warning against buying flammable pajamas.

   (A) can catch on fire easily
   B) material with chemical dye
   C) bright colors
   D) man made fibers

2. Gerardo needed to finance the purchase of a new car.

   A) register
   B) license
   (C) borrow money to be repaid on time
   D) trade in an older car

3. The police arrested Bill for the falsification of a driver's license.

   A) borrowing without permission
   (B) changing with wrong information
   C) stealing
   D) loaning

4. The sportfishing company usually exaggerated the daily fish count.

   A) counted
   B) talked about
   C) recorded
   (D) make larger than it really is

5. The number to call in an emergency in Santa Barbara is a 3 digit number.

   (A) a single numeral
   B) same
   C) letter
   D) double

6. A disability doesn't always force a person to leave his job.

   A) bad rating by the employer
   B) disagreement with the boss
   C) dislike for the job
   (D) a problem with health or physical condition

7. The corporation asked to see the job candidate's discharge from the Marines.

A) training record
B) paper showing separation
C) war record
D) grades

8. The directions say to disconnect the pipe.

A) make stronger
B) glue
C) take apart
D) make it even

9. The divorced couple were still friends.

A) marriage legally broken
B) unhappy
C) wealthy
D) planning to get married

10. The documents were returned to the safe deposit box.

A) messages
B) legal papers
C) books
D) pamphlets

EXERCISE 13B WORD CLASSIFICATION

Directions: Place the words from Word List # 13 in the category that best describes each one.

DOCUMENTS PEOPLE MIGHT HAVE	THINGS THAT ARE NOT TRUE
1. *divorce*	1. *falsification*
2. *discharge*	2. *exaggerate*
3. *finance (loans)*	

EXERCISE 13 C Directions: Rewrite these sentences and replace the underlined words with words of your own choice. Do not change the meaning of the sentence.

1. Bill exaggerated the number of pounds he could lift.

2. The soldier was waiting to receive his discharge from the service.

3. The finance company sent a bill collector to the house.

4. The worst thing he could do now was to falsify his testimony.

5. Paint thinner and other cleaning solvents are flammable.

6. John could no longer work because of a disability.

7. You must disconnect the electrical cord before trying to repair the toaster.

8. The police at a top secret military base studied the driver's documents before they would let him in.

9. One digit was smeared beyond recognition.

10. Christiana's parents were divorced.

UNIT FOURTEEN

Word List #14

EARN ELIGIBILITY ESSENTIAL DEPARTURE DENIED
CONSUMER DEPARTMENT DEGREE - EDUCATION CORRESPONDENCE
CREDIT REFERENCE

EXERCISE #14 Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. Willie wanted to earn enough money this summer to buy a dirt bike.

   A) borrow
   B) save
   C) transfer
   (D) to gain by work

2. The eligibility of the quarterback was questioned by the opposing coach.

   (A) qualified to be used
   B) weight
   C) birthdate
   D) character

3. Essential information was missing from the application.

   A) unimportant
   B) health
   (C) necessary
   D) place of birth

4. The departure of the pitcher was watched with interest.

   A) growth
   (B) going out
   C) training
   D) strength

5. Louise couldn't find the department she was looking for.

   A) clothing
   B) merchandise
   C) complex
   (D) section of a store

6. The man was denied his vote.

   A) given
   B) registered
   (C) not allowed
   D) claiming

7. What is the highest <u>degree</u> you have?

A) temperature
B) certificate of achievement
C) elevation
D) warmth

8. The <u>credit references</u> were checked.

A) books
B) how long at the same address
C) check receipts
D) information about your financial history

9. The <u>correspondence</u> between the companies stopped.

A) exchenge of letters
B) supplies
C) team effort
D) credit check

10. A bill to protect the <u>consumer</u> was introduced by the Assemblyman from Santa Barbara.

A) maker of products
B) large company
C) a person in charge of bookkeeping
D) a person who buys and uses

UNIT FIFTEEN

Word List #15

SPOUSE	CONSTRUCTION	CONFIDENTIAL	COMMISSION
COMPARE	COMMENSURATE	COD (C.O.D.)	CLASSIFIED
CIRCUMSTANCES	CERTIFICATE	BUDGET	

EXERCISE 15 A Directions: Select a word from word list #15, that will complete each of the following sentences. Place the word in the space provided.

1. The company was forced to stop *construction* of the new building because of the heavy rains.
2. The machinest was looking for a job that was *commensurate* in pay with his ability and training.
3. A person who is a husband or wife can also be called a *spouse*.
4. The judge listened carefully to all the *circumstances* of the case before giving his final sentence.
5. Every student was given a *certificate* at the end of the year if they had not been absent.
6. A secretary often deals with *confidential* papers that must not be talked about with others outside of the job.
7. Some people use a *budget* to control the money that is being spent compared with the money that is being earned.
8. A method to pay for merchandise when it is delivered is called *C.O.D.*.
9. Advertisements that are placed in the newspaper according to the categories or type of notice are called *classified*.
10. The smart shopper will *compare* different brands of the same produce with each other before making a decision to buy.

EXERCISE 15 WORD SEARCH

Directions: Ten of the words from Word List #15 are hidden in the puzzle. Draw a line around each word you find. The words may be found up or down, across or diagonal. Good Luck!

C O N S T R U C T I O N Z C C
O O S E T I S O S S B J X I I
M C M I U M P D I T U M J R N
M E J P S O O J E R D N N C K
I R X R A B U R R O G I R J E
S N E E E R S M K I E R I I R
S T I N R K E N L K T S E S I
I M S X M L X J N L I T U T T
O C O M M E N S U R A T E A R
N C O N F I D E N T I A L N F
D L R K I B S R T E R I O C M
S C B C E R T I F I C A T E N

Word List #16

AUTHORIZED	ADVERTISEMENT	SPOUSE
ANTIDOTE	ADJUSTMENT	ABRASION
AILMENT	ABUSE	HAZARDOUS

EXERCISE A Directions: Circle the letter of the definition that is closest in meaning to the word that is underlined.

1. The broken appliance should be taken to an <u>authorized</u> dealer for repair.

   A) expert
   B) many different kinds of repair
   (C) officially recognized by the manufacturer
   D) inexpensive

2. Mother keeps a list of <u>antidotes</u> for common household chemicals in case of emergency.

   A) a funny story
   B) prices
   C) information
   (D) things that counteract poisons

3. Mary's <u>ailment</u> kept her from entering the track meet.

   (A) sickness
   B) coach
   C) poor grades
   D) broken shoes

4. Did you buy that product because of the <u>advertisement</u>?

   A) research conducted
   B) the packaging of the product
   (C) notice in the newspaper
   D) taste

5. The product went on sale the same day that I paid full price. After I complained, the manager asked me to come in for an <u>adjustment</u>.

   A) alter the garment
   B) a change in the color
   (C) a change in price
   D) credit application

6. The neighbors called the humane society and reported the <u>abuse</u> of a dog.

   A) dognapping
   B) illness
   C) vicious
   (D) cruel treatment

7. Most applications ask for the name of your spouse.

A) grandmother, grandfather
B) husband or wife
C) niece, nephew
D) son, daughter

8. Small children frequently need medical attention from their mother to treat an abrasion.

A) skin missing or damaged
B) upset stomach
C) dizziness
D) skin that is sunburned

9. Breathing polluted air may be hazardous to your health.

A) difficult
B) beneficial
C) non-toxic
D) dangerous

EXERCISE 16 B Directions: Write four words from Word List #16 that have to do with health or medicine.

1. _____
2. _____
3. _____
4. _____

EXERCISE 16 C Directions: Write a sentence in your own words for each of the list words below:

1. AUTHORIZED _____

_____

2. ANTIDOTE _____

_____

3. AILMENT _____

_____

4. ADVERTISEMENT _____

_____

5. ADJUSTMENT _____

_____

6. ABUSE _____

_____

7. ABRASION _____

_____

8. SPOUSE _____

_____

9. HAZARDOUS _____

_____

SANTA BARBARA JUNIOR HIGH SCHOOL
MODEL SCHOOLS' READING PROGRAM

SURVIVAL VOCABULARY

GLOSSARY

Created by

Ruth Bartz and Jim Tucker

abrasion	1: a rubbing or wearing away 2: a place where the surface has been rubbed or scraped off (an abrasion on his knee)
absent	not present or attending
absentee	a person who is absent
abuse	1: to treat cruelly 2: to put to an improper use; misuse 3: to use so as to injure or damage
account	1: a record of money paid and received 2a: a periodic reckoning lis ing purchases and credits b: the transactions between a business and a customer
adjustment	1: the act or process of adjusting 2: a settlement of a claim or debt
advancement	1: a forward movement 2: progress in development 3: a rise in price, value, or amount
advertisement	a public notice; esp: one published or broadcast
ailment	a bodily disorder: sickness
anti-	1: opposite in kind, position, or action 2: hostile toward
antidote	1: a remedy to counteract the effects of poison 2: something that relieves, prevents, or counteracts
appliance	1: a device designed for a particular use 2: a piece of household or office equipment that is operated by gas or electricity
applicator	a device for applying a substance (as medicine or polish)
appraisal	an act or instance of appraising
appraise	to set a value on
appropriate	1: to set apart for a particular purpose or use 2: especially suitable or fitting: proper
area	1: a level piece of ground 2: the amount of surface within a closed figure
assembly	1: a body of persons gathered together 2: a collection of parts that go to make up a complete unit 3: work passes from operation to operation in direct line until the product is assembled

Survival Vocabulary Glossary

atlas	1: a book of maps 2: the first vertebra of the neck
authorize	1: to give authority to 2: to give legal or official approval
available	1: usable 2: present in a form that a plant or animal can use
balance	1: something left over; remainder; esp; the amount by which one side of an account is greater than the other (a balance of $10 on the credit side) 2: to equal or equalize in weight, number, or proportion
budget	1: a plan for using money 2: the amount of money available for some purpose
certificate	1: a document containing a certified statement; esp: one certifying that a person has fulfilled the requirements of a school or profession
circumstance	1: a fact or event that must be considered along with another fact or event 2 pl: surrounding conditions
classified	divided into classes or placed in a class
clerical	of or relating to a clerk or office worker, records, accounts or general office work
commensurate	1: equal in measure or extent 2: corresponding, proportionate (an income commensurate with one's needs)
commission	1: an order granting the power to perform various acts or duties 2: a fee paid to an agent or employee for transacting a piece of business (a 5% sales commission)
compare	to examine in order to discover likenesses or differences
comparison	the act of comparing
compensation	1a: payment to an unemployed or injured worker or his dependents b: salary, wages
confidential	1: secret, private (confidential information) 2: trusted with secret matters
construct	to make or form by combining parts: build
construction	1: the arrangement and connection of words or groups of words in a sentence 2: the process, art, or manner of constructing
consumer	one that buys and uses economic goods
correspondence	1: agreement, likeness 2: communication by letters
credit	1: a favorable balance in an account 2: an amount or sum put at the disposal of a person or firm by a bank 3: the right or privilege of buying now and paying later

cure	1a: to restore to health, soundness, or normality b: to bring about recovery from 2: rectify, remedy 3: to process for keeping (cure bacon)
debit	an entry in an account representing an amount paid out or owed
defective	lacking something essential: faulty
degree	1: a step or stage in a process or series 2: a title conferred upon students by a college, university, or professional school upon completion of a program of study 3: one of the divisions on an instrument (as a thermometer or barometer) that measures the amount of something (as heat)
deny denied	1: to declare not to be true 2: to refuse to acknowledge: disown 4: to reject as false
department	1: a disinct sphere 2: a division of a college or school giving instruction in a particular subject 3: a section of a department store
departure	1: the act of going away 2: a setting out 3: divergence
deposit	1: to put money in a bank 2: something placed for safekeeping
dictionary	a reference book containing words usu. alphabetically arranged along with information about their forms, pronunciations functions, etymologies, meanings
digit	1: any of the arabic numerals 1 to 9 and usu. the symbol 0 2: finger, toe
dilute	to make thinner or more liquid by admixture
disability	1: the condition of being disabled: lack of ability, power, or fitness to do something 2: a source of disability (as a physical injury); also: a legal disqualification that prevents a person from serving or acting in a particular capacity.
discharge	1: to dismiss from service or employment 2: to let go or let off 3: a flow of electricity
disconnect	to undo or break the connection of
divorce	1: a complete legal dissolution of a marriage 2: complete separation: severance
document	a written or printed paper furnishing information or used as proof of something else
dosage	1a: the giving of medicine in doses b: the amount of a single dose
dose	the measured amount of a medicine to be taken at one time

earn	1: to deserve as a result of labor or service 2: to get or services given
eligible	qualified to be chosen
emphasis	forcefulness of expression
emphasize	to place emphasis on: stress
encyclopedia	a work that contains information on all branches of knowledge or treats comprehensively a particular branch of knowledge usu. in articles arranged alphabetically by subject
entry	the act of entering; entrance
entry words	words listed alphabetically in a dictionary containing a definition
essential	something basic, necessary, or indispensable
estimate	to judge tentatively or approximately the value, size, or cost of
exaggerate	to enlarge a fact or statement beyond what is actual or true
executive	1: the executive branch of a government 2: one who holds a position of administrative or managerial responsibility
exempt	free or released from an obligation or requirement to which others are subject
exemption	1: the act of exempting: the state of being exempt: immunity 2: something exempted; esp: a part of property or income that is exempt from taxation
experience	1: skill or knowledge gained by actually doing or feeling a thing 2: the amount or kind of work done or the time during which work has been done
exploration	the act or an instance of exploring
explore	1a: to search through: look into b: to examine carefully and in detail c: to penetrate into or range over for purposes of discovery
external	1: connected with the outside or an outer part 3: situated outside
fact	1: the quality of being actual 2: something that exists or occurs 3: an occurence, quality, or relation that can be experienced or inferred 4: something that can objectively be proven true or false
falsify	1: to make false, change so as to deceive (falsify financial accounts) 2: misrepresent, falsification

finance	to raise or provide funds or capital for (finance a new car)
flammable	capable of being easily ignited and of burning rapidly
forfeit	to lose or lose the right to as a punishment for an error, offense, or crime
forfeiture	1: the act of forfeiting 2: something forfeited; penalty
gait	manner of moving on foot (his gait was deliberate); a particular style of movement
illustrate	to provide with pictures of figures intended to explain or decorate
illustrator	a person who illustrates
immaculate	1: having no stain or blemish; pure 2: spotlessly clean
immerse	to plunge or dip into a fluid
incinerate	to burn to ashes
independent	1: not subject to control or rule by another 2: not having connections with another 3: not supported by or willing to accept support from another 4: not committed to a political party
index	an alphabetical list in a printed work that gives with each item listed the page number where it may be found
indicate	1a: to point out b: to be a sign 2: to state or express briefly
inferior	1: situated lower down 2: of low or lower degree or rank 3: of little or less importance, value, or merit
inoperative	not functioning: producing no effect
insecticide	an agent that destroys insects
installment plan	a system of paying for goods or services in installments or parts
internal	1: existing or lying within: inner 2: relating to, occurring or situated in the interior of the body
irregular	1: not conforming to rule 2: uneven 3: lacking continuity or regularity of occurrence
journeyman	1: a worker who has learned a trade and works for another person usu. by the day 2: an experienced reliable workman
juvenile	1: a young person, animal, or plant 2: immature, childish
legible	capable of being read

limit	1: to set limits to: confine 2: to curtail or reduce in quantity or extent
loiter	1: to interrupt or delay an errand or a journey with aimless stops 2a: to hang around idly b: to lag behind
maiden name	the surname of a woman before she is married
maintenance	1: the act of maintaining 2: the upkeep of property or machinery
malfunction	to fail to operate properly
mechanical	1a: of or relating to machinery (mechanical engineering) b: made or operated by a machine or machinery
memorial	1: serving to preserve the memory of a person or an event 2: monument
miscellaneous	consisting of many things of different sorts
misrepresent	to give a false or misleading representation of
motivate	to provide with a motive; induce
motivation	something (as a need or desire) that leads or influences a a person to do something
occupancy	the act of occupying
occupation	an activity in which one engages; esp: one's business or vocation
opinion	1: a belief stronger than an impression but less strong than positive knowledge 2: a judgment about a person or thing (has a high opinion of his doctor)
opportunity	1: a favorable combination of circumstances, time, and place 2: a chance for advancement or progress
option	1: the power or right to choose 2: something offered for choice
perimeter	the boundary of a closed plane figure or area; also: the length of such a boundary
persist	1: to go on resolutely in spite of opposition 2: to last on and on
personnel	a group of persons employed (as in a public service, a factory, or an office)
physician	a person skilled in the art of healing; esp: a doctor of medicine
policy	1: a course of action selected to guide and determine decisions 2: the contract made by an insurance company with a person

polyester	man made material formed by condensation and used in making fibers for clothing
position	1: the manner in which something is placed or arranged 2a: social or official rank b: employment, job
potential	1: capable of becoming real: possible 2: something that can develop or become actual
precise	1: exactly or sharply defined or stated 2: very exact: accurate
preference	1: one that is preferred: favorite 2: the act of giving advantages to some over others
prepay	pay in advance
prescription	1a: a written direction or order for the preparation and use of a medicine b: a medicine prescribed
previous	preceding, earlier
price	1: the quantity of one thing and esp. money that is exchanged or demanded in exchange or another 2: the cost at which something is obtainable
prohibit	1: to forbid by authority 2: to prevent from doing something
qualification	a special skill, knowledge, or ability that fits a person for a particular work or position
receptionist	an office employee who greets callers, answers questions, and arranges appointments
reference	1: the act of referring or consulting 2a: a person to whom inquiries as to character or ability can be made b: a statement of the qualifications of a person seeking employment or appointment given by someone familiar with them
register	1: to enroll formally esp. as a voter or student 2: to secure special protection for a (piece of mail) by prepayment of a fee
representative	1: standing or acting for another esp. through delegated authority 2: serving as a typical or characteristic example (a representative housewife)
request	1: an asking for something 2: something asked for
residence	1: the place where one lives 2: the period during which a person resides in a place
response	the act of replying: answer
resume	a summing up: summary; esp: a short account of one's career and qualifications prepared by an applicant for a position

revoke	to put an end to (as a law, order, or privilege) by withdrawing, repealing, or canceling
solution	1: an answer to a problem 2: a liquid containing a dissolved substance
spouse	1: one's husband or wife
status	position or rank in relation to others
strict	1: permitting no evasion or escape (under strict orders) 2: inflexibly maintained or adhered to
suitable	1: adapted to a use 2: proper 3: capable, qualified
summon	1: to issue a call to convene 2: to command by service of a summons to appear in court 3: to send for
syllable	a unit of spoken language that consists of one or more vowel sounds with consonant sounds preceding or following
trainee	a person who is learning a series of skills for a job
transfer	1: to convey from one person, place or situation to another 2: to move to a different place or situation 3: a ticket entitling a passenger on a public conveyance to continue his journey on another route
typical	1: being or having the nature of a type 2: combining or exhibiting the essential characteristics of a group
unit	1: the first and smallest natural number 2: a definite quantity adopted as a standard of measurement
unparalleled	having no equal or match: unsurpassed
valid	1: founded on truth or fact 2: binding in law
verify	1: to prove to be true or correct: confirm 2: to check or test the accuracy of
warranty	a written statement that some situation or thing is as it appears or is represented to be: guarantee
wholesale	the sale of goods in large quantity usu. for resale by a retail merchant